

# SPRING-BENNER-WALKER JOINT AUTHORITY

## REGULAR MEETING

January 13, 2014

### ATTENDANCE:

<b>AUTHORITY MEMBERS:</b>	<b>Spring</b>	Gregg Heny Jason Scott Dondi Smeltzer
	<b>Benner</b>	Dan Hoffman William Hughes Timothy Miller
	<b>Walker</b>	Dennis McDowell

**GUEST:** None Present

**EXECUTIVE DIRECTOR:** N. Warren Miller

**CONSULTING SOLICITOR:** Robert Mix, Esq.

**EMPLOYEES:** Tasha Dutton

### CALL TO ORDER:

The January 13, 2014, 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. Onufrak was absent. 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. Mr. W. Miller informed the Board that there is currently a vacancy for Walker Township.

**WELCOMING OF RETURNING BOARD MEMBER:** Mr. T. Miller welcomed Gregg Heny and William Hughes back to the Board as they were re-appointed by Spring and Benner Township Supervisors respectively.

**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 2014. Mr. Mix opened the nominations. **Mr. McDowell moved, seconded by Mr. Heny to retain the same officers from the previous year. 7 ayes, 0 nays, 1 absent, 1 vacancy. The motion carried. Attached is a list of Officers for 2014 that is made a part of these official Minutes.**

**Retaining Professional Services for 2014 – Mr. McDowell moved, seconded by Mr. Smeltzer to retain Solicitor – Lee, Green & Reiter. 7 ayes, 0 nays, 1 absent, 1 vacancy. The motion carried.**

**Retaining Professional Services for 2014 – Mr. McDowell moved, seconded by Mr. Smeltzer to retain Consulting Engineer – Gwin Dobson & Foreman. 7 ayes, 0 nays, 1 absent, 1 vacancy. The motion carried.**

**Retaining Professional Services for 2014- Mr. McDowell moved, seconded by Mr. Smeltzer to retain Accountant – Parente Beard. 7 ayes, 0 nays, 1 absent, 1 vacancy. The motion carried.**

**APPROVAL OF MEETING MINUTES:**

**Mr. Smeltzer moved, seconded by Mr. Hoffman to approve the Minutes of the December 9, 2013 Regular Meeting as presented. 7 ayes, 0 nays, 1 absent, 1 vacancy. The motion carried.**

**CORRESPONDENCE:**

**Jersey Shore State Bank** – We received a letter from Craig Russell, Regional President, stating that the interest rate for our bank accounts at Jersey Shore State Bank will be 0.30% effective January 2, 2014.

**Pleasant Gap Fire Company No. 1 Fire Rescue EMS** – The Authority received a letter from Gregg Heny, Centennial Co-Chair, of the Pleasant Gap Fire Company stating that they will be celebrating their centennial mile stone during the summer months of 2014. The letter explained that advertisements for their Centennial Commemorative Book are available and can be purchased. Mr. T. Miller stated that this would be discussed under New Business.

**Keith A. Miller** – The Authority received a letter of resignation from Keith A. Miller effective immediately.

**Spring Creek Watershed Commission** – We received a letter from Dennis Hameister, Chair, of the Spring Creek Watershed Commission stating they are seeking Sponsors and Supporters for an important upcoming Community Forum regarding, “Medications in the Environment.”

**Thank You** – Mr. W. Miller read two thank you cards forwarded by our employee, Tasha Dutton, and her family for the meat platter given by the Authority for her grandmother’s death.

**APPROVAL OF PAYMENTS:**

Approval of Requisitions:

**Revenue Fund Requisition 2012-24** – Mr. T. Miller asked if there were any questions regarding the presentation of Revenue Fund Requisition #2012-24. Mr. Hughes asked how many 800 MHz radios were purchased from Motorola. Mr. W. Miller informed the Board that 8 radios were purchased. It was noted that the radios will be operational the end of January or beginning of February. Mr. Heny then asked if any of the SBWJA business records could be made digital to minimize purchasing additional fire safe filing cabinets. Mr. W. Miller explained that the office staff stores many business records above the mezzanine of the maintenance building; however, additional filing cabinets are still needed for the day to day procedures within the office. **Mr. Hughes moved, seconded by Mr. Scott to approve Revenue Requisition 2012-24 payable to SBWJA in the amount of \$109,608.85. 7 ayes, 0 nays, 1 absent, 1 vacancy. The motion carried.**

**EXECUTIVE DIRECTOR'S REPORT:**

**Thank You** – Mrs. Dutton and Mr. W. Miller, on behalf of all of the employees, took a moment to thank the Board members for their raises they received for 2014 and the support and confidence the Board has in our staff.

**Burnham Farm Estates Phase III** – John Sepp, Andy Johnson and N. Warren Miller met on December 27, 2013 to discuss the specifications of a pump station for the Burnham Farm Estates Phase III development. Mr. W. Miller stated that DEP will likely approve the planning module for this development based on 91 EDUs at 240 gpd per EDU which would be equivalent to 21,840 gpd. Our rules and regulations currently specify that a submersible pump station shall not be used for flows greater than 30,000 gpd; therefore, the developer will install a submersible pump station due to the flow being less than 30,000 gpd. If the PA DEP uses 400 gpd as the standard, a new discussion will need to occur. Mr. W. Miller stated that he prefers a suction lift pump station due to maintenance and safety. Mr. Johnson suggested that the Authority amend the rules and regulations to specify a number of EDUs that require a submersible pump station versus gallons per day.

**Rockview Pump Station** – The maintenance department informed Mr. W. Miller that it is time to replace the Gorman Rupp pumps at Rockview. It was noted that the pumps have been in operation since 1993 and are suffering from normal wear and tear. There will be six (6) pumps to replace at approximately \$5,000 per pump. Mr. W. Miller stated that he would like to replace two (2) pumps now and if the budget allows an additional two (2) pumps at the end of the year. The last two (2) pumps could then be purchased in 2015.

**Benner Township SMP** – The Benner Township Supervisors conducted their reorganizational meeting January 6, 2014 and at that time they decided to contract their septage management plan with Chuck Herr. It was noted that SBWJA was approached by previous Benner Township Supervisors to manage the SMP for them; therefore, it was a surprise not to be appointed to this position. Mr. W. Miller stated that Randy Moyer, Benner Township Supervisor, has asked to have any information that SBWJA has pertaining to the SMP forwarded to Chuck Herr. The Board discussed this request and determined that we can provide Benner Township with any information we have; however, an invoice will need to be generated for Mrs. Gill and Mr. W. Miller's time.

**Benner Township Water Authority** – Mr. T. Miller stated that he would like to invite the Benner Township Supervisors to a work session to discuss what SBWJA does for the Benner Township Water Authority (BTWA). There have been previous concerns with several Board members regarding the impact BTWA could have on SBWJA. Mr. T. Miller also suggested discussing the Shiloh Road sewer service area with the Supervisors. Mr. W. Miller suggested inviting the Supervisors to a work session that would take place prior to a regularly scheduled SBWJA Board meeting; therefore, we could avoid additional advertising costs. The Board has asked Mr. W. Miller to send a written invitation to the Benner Township Supervisors requesting they attend a work session to discuss topics that will affect both parties.

**Keystone Tap Article** – Mr. W. Miller informed the Board that PA Rural Water Association has published an article in their winter edition of the Keystone Tap regarding infiltration and inflow written by our Authority. The information that Mr. W. Miller provided for this article will also be a part of the presentation that he and Mrs. Gill will conduct at the PA Rural Water Conference in March.

**Graystone Court** – The sewer permit for Graystone Court located along the Benner Pike was purchased one year ago for a total number of 138 EDUs. Our rules and regulations state that upon obtaining a sewer permit, the Developer has one (1) year to construct the sewer lateral and connect the improved structure. One year from the date the sewer permit was issued, the Authority will begin to bill for service at the current rate for service even if no connection is made to the sanitary sewer system. Mr. W. Miller informed the Board he would be collecting the quarterly sewer rental for this property. The maintenance department did confirm that this structure is physically connected to the public sewer; however, the building is still under construction. The Board discussed this matter and agreed that the Authority must stay consistent; therefore, Graystone Court will be billed for a quarterly sewer rental.

**Intruder/Shooting Briefing** – The Authority received the site assessment from Randy Rockey and Chief Dannaker. This assessment provides information on how to make the work place safer. Mr. W. Miller stated that he would like to start making changes to the office based on the recommendations made on the site assessment. The first change will be the installation of large concrete landscaping planters in the front of the building to hinder vehicles from ramming into the building. Mr. Hoffman recommended that one way glass be installed at the welcoming/business counter. Mr. W. Miller also agreed that security cameras should be installed. The Board agreed that safety precautions should be taken.

**Rightnour Manufacturing, Inc.** – Mr. W. Miller wanted to inform the Board that there has been a revision made to the number of EDUs that will be provided to Rightnour Manufacturing, Inc. which is located within Penn Eagle Industrial Park. The business will be accessed at 5.42 EDUs versus the 3.24 EDUs they requested earlier. This increase was made based on the proposed water flows from DEP.

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

**OLD BUSINESS:** There was no Old Business presented for discussion.

**NEW BUSINESS:**

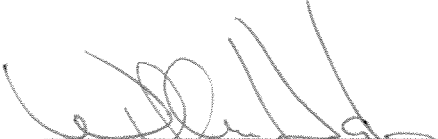
**Pleasant Gap Fire Company No. 1 Fire Rescue EMS** - The Board discussed donating money to the Pleasant Gap Fire Company due to their request. Several Board members stated that the Authority has never made donations to organizations before; therefore, the Authority should stay consistent and not donate money at this time. Mr. T. Miller reminded everyone that an Authority can only make a donation of \$1,000 per year. Mr. T. Miller recommended the possibility of equally distributing the \$1,000 to the local fire companies on a yearly basis.

**Payment Verification** – Mr. Henry stated that he wanted to make everyone aware that he was recently asked to make modifications to the Pleasant Gap Fire Company checks and wanted to verify if the same should be done with SBWJA. The Pleasant Gap Fire Company was asked to add an additional authorized signature line and the dollar figure that requires a second signature must be printed on the check. The fire company's insurance carrier informed them that their insurance premiums would increase if these changes were not made. Mr. W. Miller will contact the Authority's insurance agent regarding this matter.

**ADJOURNMENT:**

**Mr. Hoffman moved, seconded by Mr. Smeltzer to adjourn the meeting at 8:31 p.m.**  
7 ayes, 0 nays, 1 absent, 1 vacancy. **The motion carried.**

Respectfully submitted,

  
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William Hughes, Secretary

  
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Tasha L. Dutton, Recording Secretary

CC: Benner Township \_\_\_\_\_  
Spring Township \_\_\_\_\_  
Walker Township \_\_\_\_\_ > 1128114  
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**Spring-Benner-Walker  
Joint Authority**

**2014 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