

SPRING-BENNER-WALKER JOINT AUTHORITY

REGULAR MEETING January 27, 2014

ATTENDANCE:

AUTHORITY MEMBERS:

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|---------------|--|
| Spring | Gregg Heny Ted Onufrak Jason Scott Dondi Smeltzer |
| Benner | Dan Hoffman William Hughes Timothy Miller |
| Walker | Dennis McDowell Vacancy |

GUESTS: John Sepp and Jeff Long

EXECUTIVE DIRECTOR: N. Warren Miller

CONSULTING ENGINEER: Andy Johnson, P.E.

EMPLOYEES: Kelly Gill and Eric Rogers

CALL TO ORDER:

The January 27, 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 eight members present with one Board vacancy. 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, Employees and Guests in the Pledge of Allegiance.

APPROVAL OF MEETING MINUTES:

Mr. T. Miller asked the Board if there were any questions and/or changes to the January 13, 2014 meeting minutes as presented. Mr. Heny referenced a sentence under the Intruder/Shooting Briefing section that currently reads: "Mr. Heny stated that a door should be installed in Mr. W. Miller's office for a quick exit." Mr. Heny indicated that statement is incorrect-- he simply asked if the window opened so a fire ladder could be used, if needed. Mr. Heny would like that sentence removed from the minutes. **Mr. Smeltzer moved, seconded by Mr. Heny to approve the Minutes of the January 13, 2014 Regular Meeting as amended. 8 ayes, 0 nays, 1 vacancy. The motion carried.**

CORRESPONDENCE:

Keystone Tap Article – The Board was provided with a copy of the article written by our Authority personnel that was recently published in the Keystone Tap regarding our infiltration and inflow program.

Centre County Gazette – Mr. W. Miller referenced a letter to the editor in a recent edition of the Centre County Gazette. Thomas Berner wrote a letter regarding his dissatisfaction with our Authority's in-home inspection process on homes that transfer ownership.

FINANCIAL REPORTS:

Treasurer's Report: Mr. Onufrak reviewed the financial reports for the period ending 12/31/2013. Mr. Smeltzer noted how the Authority exceeded the amount budgeted for pump station chemicals for 2013 and inquired about whether or not the Authority increased the 2014 budgeted amount. Mr. W. Miller informed the Board that in 2013 it was determined that we were not chlorinating enough, which could result in hydrogen sulfide gas destroying manholes; therefore, the chlorine was adjusted. Mr. W. Miller reported that he did increase the 2014 budgeted amount for pump station chemicals.

Mr. Heny asked Mr. W. Miller if he would ever consider eliminating the use of chlorine gas at the pump stations and Mr. W. Miller stated no due to the effectiveness of chlorine gas, especially with our long forcemains. There is no alternative as effective as chlorine gas.

With no further questions or comments, **Mr. McDowell moved, seconded by Mr. Hughes to approve the Treasurer's Report as presented. 8 ayes, 0 nays, 1 vacancy. The motion carried.**

APPROVAL OF PAYMENTS:

Approval of Requisitions:

Revenue Fund Requisition 2012-25 – Mr. Hughes moved, seconded by Mr. Henry to approve Revenue Requisition 2012-25 payable to SBWJA in the amount of \$45,025.23.

Mr. Onufrak noted the purchase of a battery from State College Battery Outlet and asked why our Authority doesn't purchase the batteries from Mid-State Battery in Pleasant Gap. Mr. W. Miller indicated that we have checked with Mid-State Battery in the past, but they never seem to have what we need in stock.

8 ayes, 0 nays, 1 vacancy. **The motion carried.**

GUESTS:

Graystone Court – John Sepp of Penn Terra Engineering and Jeff Long were present to discuss a recent letter they received from our Authority regarding commencement of billing for Graystone Court due to the one-year timeframe expiring from the purchase date of the sewer permit. Our Authority recently sent Mr. Long a letter indicating that effective with the 1st quarter billing in March 2014, Graystone Court will begin being billed at 138 EDUs per quarter, as specified within our rules and regulations.

Mr. Sepp indicated that this is a unique project as in comparison to a residential development which would only connect 15 EDUs at a time. All 138 EDUs are being constructed at once and the project is not expected to be finished until August 2014.

Mr. W. Miller asked if the water service was connected to the building at this time and Mr. Long indicated that the only water source to the building was for the sprinkler system, which was required during construction. Mr. Long stated that the construction workers are using portable toilets and there is no water entering the sewer system.

Mr. Sepp and Mr. Long are requesting leniency with our billing practices during construction and until the apartment buildings become occupied. According to Mr. Long, past experience indicates that it takes upwards of twelve months to occupy all of the housing units.

The Board discussed some past projects that may have been similar in nature; however, determined that those projects were constructed prior to our rules and regulations changing in 2007. Mr. Onufrak explained that our Authority modified our rules and regulations to prevent a developer from reserving all of our capacity, and Mr. Sepp indicated he understood. Discussion was held regarding the possibility of granting the reservation of capacity fee if we were able to verify with Bellefonte Borough that water service was off at the curb and not being used. The Board informed Mr. Sepp and Mr. Long that their request would be further discussed with the solicitor and facilities committee. Mr. W. Miller will contact them once a decision has been made.

EXECUTIVE DIRECTOR'S REPORT:

Hiring of Eric Rogers– Mr. W. Miller introduced Eric Rogers to the Board and indicated he began employment with the Authority on January 2, 2014. Mr. Rogers has construction experience including the installation of water/sewer lines.

Walker Township Septage Management Plan (SMP) – Mr. W. Miller indicated he was recently contacted by Tom Bowes, Walker Township SEO, regarding the status of the SMP for Walker Township. Mr. Bowes suggested our Authority send Walker Township Supervisors a letter confirming our willingness to help with the Township's SMP.

Benner Township Septage Management Plan (SMP) – Mr. W. Miller was recently contacted by Robert Jacobs, Centre County Planning Office, regarding our Authority's sewer service area in Benner Township. Mr. Jacobs indicated Benner Township has requested his assistance in determining our Authority's sewer service area within Benner Township.

Mr. W. Miller explained the situation to Mr. Jacobs and indicated he would discuss this with the Board for more direction. **Mr. Hoffman moved, seconded by Mr. Hughes to send the requested information relating to the SMP to the Benner Township Supervisors, along with the invoice for our Authority's time in preparing the materials.** 8 ayes, 0 nays, 1 vacancy. **The motion carried.**

Payment Verification – After the last meeting, Mr. W. Miller contacted our Authority's insurance agent to inquire about the requirement of an additional authorized signature line and amount requiring two signatures. The Authority's insurance agent, Tony Azzato, informed Mr. W. Miller that our insurance carrier, EMC, does not require this; however, Mr. W. Miller believes it to be a good business practice. Mr. W. Miller indicated that once our existing checks have been used, new ones will be ordered with two authorized signature lines and the amount requiring two signatures.

Computer Virus Notice – Mr. W. Miller made the Board aware of a virus expected to circulate through email this week entitled "Postcard from Hallmark" that could potentially damage the C: drive of the computer. McAfee has recently become aware of the virus that is irreparable.

Maintenance Positions – Mr. T. Miller asked about the status of the staffing in the maintenance department and wanted to know if all positions have been filled. Mr. W. Miller indicated that Eric Rogers recently filled the vacancy left by Ted Corman; however, we have budgeted for an additional maintenance position that has not been filled. Mr. W. Miller will consider filling that position sometime in 2014, once Eric Rogers has more experience with our sewer system.

ENGINEER'S REPORT:

Chapter 94 Report – Mr. Johnson indicated that just prior to the meeting the Authority staff provided him with the necessary information to start preparing the 2013 Chapter 94 Report which will be submitted to Bellefonte Borough and the PA DEP.

Lewis Kerstetter Estates – Mr. W. Miller informed the Board that during a recent review of Walker Township's meeting minutes, it was noted that the developer who was originally involved with the acquisition of the Lewis Kerstetter farm has once again expressed interest in the development. This property spans from Dunkle Road, across from the Walker Township building, to Burd Lane and would consist of 170 EDUs.

Zion/Mingoville Study – The Zion/Mingoville Study was completed in 2009 to determine any upgrades that may need completed on our sewer system to accommodate the additional flows as a result of development in the surrounding area. The study originally determined that both the Mingoville (#5) and Zion Ridge (#7) pump stations will need upgraded, along with the Zion Road meter pit located behind Bonfatto's. Mr. W. Miller indicated that Phase I of the upgrades would involve the construction of an equalization (EQ) tank at pump station #7 with variable frequency drives (VFDs) to allow us to maintain our current pumps and existing lines. A special purpose tapping fee would be instituted to cover the costs of the upgrades which our Authority can collect the fee prior to completion of the construction. Mr. W. Miller also indicated the Zion Road meter pit has been a concern for years and would need upgrades at the same time. Each year when the meters are calibrated by an outside vendor, the report identifies the flume in the meter chamber is slanted resulting in potential accuracy issues.

Discussion was held regarding the amount of property necessary to install an EQ tank at pump station #7 and if there was enough property surrounding the pump station for acquisition, especially due to the storm basin. Mr. W. Miller indicated it would be difficult because of the close proximity of the homes surrounding the pump station, but he thinks it is possible. Mr. Smeltzer asked if the Authority would consider moving the location of pump station #7 and Mr. W. Miller stated this could be a possibility.

Mr. W. Miller and Mr. Johnson will be working on this project so that our Authority will be able to institute the special purpose tapping fee for any sewer connections to this drainage basin.

OLD BUSINESS:

Meeting Attendance – Mr. T. Miller, Mr. McDowell and Mr. Hoffman indicated they will not be available for the next meeting on February 10, 2014. An email will be sent one week prior to the meeting to verify whether or not there will be enough members available to attain a quorum for business to be conducted.

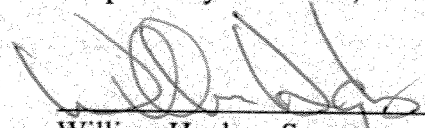
Work Session – Mr. T. Miller recommended the Facilities Committee meet for a work session on February 10, 2014 at 6:00 p.m. to discuss Jeff Long's request for payment leniency at Graystone Court. The Facilities Committee can then make a recommendation to the Board. Mr. T. Miller indicated he was intending to reappoint the same committees as 2013; therefore, the committee would only consist of Mr. Hughes and Mr. Smeltzer since Keith Miller's vacancy hasn't been filled by Walker Township.

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


ADJOURNMENT:

Mr. Heny moved, seconded by Mr. Hughes to adjourn the meeting at 8:12 p.m. 8 ayes, 0 nays, 1 vacancy. The motion carried.

Respectfully submitted,



William Hughes, Secretary



Kelly J. Gill, Recording Secretary

CC: Benner Township _____
Spring Township _____
Walker Township _____ > 2/11/14