

# **SPRING-BENNER-WALKER JOINT AUTHORITY**

## **REGULAR MEETING**

**March 9, 2015**

### **ATTENDANCE:**

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

**GUESTS:** Michelle Holt

**EXECUTIVE DIRECTOR:** N. Warren Miller

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

**EMPLOYEES:** Toby Dashner, Kelly Gill, Seth Holt & Chris Ranio

### **CALL TO ORDER:**

The March 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 nine members present. 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.

**WELCOMING OF BOARD MEMBER:** Mr. T. Miller welcomed Joseph Galbraith to the Board as he was recently appointed by the Spring Township Supervisors.

Mr. T. Miller informed the Board that Mr. W. Miller was at an SEO conference in Harrisburg today and will be a little late to the meeting.

**APPROVAL OF MEETING MINUTES:**

Mr. T. Miller asked the Board if there were any questions and/or changes to the February 23, 2015 meeting minutes as presented. **Mr. Smeltzer moved, seconded by Mr. Heny to approve the Minutes of the February 23, 2015 Regular Meeting as presented.** 9 ayes, 0 nays. **The motion carried.**

**CORRESPONDENCE:** There was no Correspondence presented for discussion.

Mr. W. Miller entered the meeting at 7:03 p.m.

**APPROVAL OF PAYMENTS:**

Approval of Requisitions:

**Revenue Fund Requisition 2012-50** – Mr. Onufrak presented the Board with Revenue Requisition 2012-50. **Mr. McDowell moved, seconded by Mr. Hughes to approve Revenue Requisition 2012-50 payable to SBWJA in the amount of \$40,413.73.**

Mr. Smeltzer referenced the payment to Stocker Chevrolet for a protective truck liner and wanted to know what type of liner was installed. Mr. W. Miller indicated a Rhino-Liner was sprayed into the new truck, as we have in the past. 9 ayes, 0 nays. **The motion carried.**

**GUESTS:**

**Hiring of Seth Holt**– Mr. W. Miller introduced Seth Holt to the Board and indicated he began employment with the Authority on February 16, 2015. Mr. Holt provided the Board with a brief description of his background, which included 16 years of plumbing experience.

**EXECUTIVE DIRECTOR'S REPORT:**

**State Ethics Forms** – Mr. W. Miller reminded the Board members to turn in their State Ethics Forms for the 2014 calendar year as soon as possible.

**Insurance Appraisal** – Every five years the Authority has Industrial Appraisal complete an on-site re-appraisal of our system. The re-appraisal was completed in 2014 and as a result, our property values have increased by approximately \$1.5 million resulting in an increase in premium of about \$2,000 annually.

**Knoebels Family Picnic** – Mr. W. Miller informed the Board that our 11<sup>th</sup> annual family picnic is scheduled for Saturday, August 1, 2015 at Knoebels Amusement Resort.

**SBWJA Customer Portal** – With the Authority's recent purchase of the new billing software, we now have a Customer Portal available for customers to review their bill and pay on-line via ACH. The office staff has been promoting this new payment option, which will ultimately save the Authority money in postage for every customer who enrolls in the E-Billing option.

**Bellefonte Borough** – Mr. W. Miller recently received an email from Ralph Stewart indicating Joe Beigle, Borough Authority Chairman, is requesting a joint meeting with our Authority Chairman, Authority Engineer and Mr. W. Miller to discuss upgrades to the Treatment Plant and any related issues. Bellefonte Borough Authority will be represented by their Chairman, Engineer and Mr. Stewart.

Mr. W. Miller suggested utilizing Brian Book's history with this Authority for negotiations with the Borough and believes he will be very useful to our Authority as he was involved with arbitration in the past. Gwin, Dobson & Foreman will remain as the Authority's retained engineer; however, Mr. Book would be hired as a consultant. Mr. Book is employed through Hazen and Sawyer, which has a local office in State College.

**Mr. Hughes moved, seconded by Mr. McDowell to authorize N. Warren Miller to negotiate a proposal with Hazen and Sawyer (Brian Book) for a Time and Material Agreement as it relates to negotiations with Bellefonte Borough.** 9 ayes, 0 nays. **The motion carried.**

**PennDOT Correspondence** – Mr. Heny referenced the letter from PennDOT in the Board packets and wanted to know which of the Authority's property would be affected by the Notice of Intent to Enter. Mr. W. Miller indicated the notice was regarding our Pump Station #4 in the Pleasant View area, just across the road from Log Cabin Motors. PennDOT will be replacing a small bridge along SR 144, in close proximity to our pump station. Mr. W. Miller informed the Board that we do not own this property and simply have an easement for our pump station.

**ADDRESS THE BOARD:** Mr. T. Miller asked the employees if anyone wanted to address the Board. Mr. Dashner asked if the Personnel Committee has made a recommendation to the Board regarding the accrual of paid time off (PTO). Mr. Hoffman indicated the Personnel Committee met earlier this evening and would like to have an Executive Session to discuss the matter further with the entire Board.

**EXECUTIVE SESSION –** Mr. T. Miller recessed the Board for an Executive Session at 7:19 p.m. to discuss personnel issues. The meeting reconvened at 8:24 p.m.

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

**OLD BUSINESS:**

**SBWJA Personnel Handbook –** Mr. T. Miller indicated that several items were turned over to the Personnel Committee for recommendation to the Board regarding the existing SBWJA Employee Personnel Handbook.

**Hiring of Relatives –** Mr. T. Miller stated that the current Personnel Handbook does not permit the hiring of relatives of any employee and/or Board member. Mr. T. Miller asked the Board if anyone was interested in making a motion to modify the existing policy. No motions were made; therefore, the current policy will remain.

**Accrual of PTO –** Mr. Scott made a motion to maintain the same practice as the Authority has in the past regarding the issuance of Paid Time Off but to modify the Personnel Handbook to be consistent with current practices. The motion dropped due to the lack of a second.

**Mr. Onufrak moved, seconded by Mr. Smeltzer to modify the Authority Personnel Handbook to clarify that Paid Time Off will accrue by pay period. 8 ayes, 1 nay. The motion carried.**

**NEW BUSINESS:**

**GM McCrossin Sewer Extension Agreement –** The Authority has received a Sewer Extension Agreement from GM McCrossin for a subdivision of their existing corporate offices along Benner Pike, just outside of Bellefonte. Mr. W. Miller indicated GM McCrossin intends on building a new corporate office behind its existing office, up on the hill. GM McCrossin will likely rent their existing facility. The subdivision includes a cul-de-sac which will eventually extend past the chiropractic office to Sheetz.

GM McCrossin had to obtain an easement from the bowling alley to connect to the existing mainline extended by the Centre County Prison. **Mr. Hoffman moved, seconded by Mr. Galbraith to approve the Sewer Extension Agreement for GM McCrossin as submitted. 9 ayes, 0 nays. The motion carried.**

**COMMITTEE REPORTS:**

**Personnel & Community Relations Committee:** Mr. Hoffman had nothing further to report.

**Facilities Committee:**

**Building Expansion** – Mr. Smeltzer asked if the employees have started preparing the list of items they would like incorporated into the building. Mrs. Gill will discuss Mr. Smeltzer's request with the employees to obtain any recommendations. Mr. W. Miller indicated there is not much this Authority can do with the existing office building, especially due to the garage bays being completely full and the buildings being a pole shed construction. Mr. W. Miller also informed the Board that the grinder pump serving the property is located just outside his office and the lateral to the mainline is located underneath the building, which also limits any additions to the existing facility. Mr. W. Miller feels the Authority will ultimately need to construct a new facility on the same footprint occupied by the existing building.

Mr. T. Miller informed Mr. Galbraith that he has been appointed to the Facilities Committee, along with Mr. Hughes and Mr. Smeltzer.

**Finance Committee:** Mr. Onufrak had nothing to report.

**ADJOURNMENT:**

**Mr. Hughes moved, seconded by Mr. Heny to adjourn the meeting at 8:35 p.m. 9 ayes, 0 nays. The motion carried.**

Respectfully submitted,



William Hughes, Secretary



Kelly J. Gill, Recording Secretary

CC: Benner Township \_\_\_\_\_  
Spring Township \_\_\_\_\_  
Walker Township \_\_\_\_\_