

# SPRING-BENNER-WALKER JOINT AUTHORITY

## REGULAR MEETING

March 23, 2015

### ATTENDANCE:

**AUTHORITY MEMBERS:**

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

**GUESTS:** Brian Book

**EXECUTIVE DIRECTOR:** N. Warren Miller

**CONSULTING ENGINEER:** Andy Johnson, P.E.

**EMPLOYEES:** Toby Dashner, Tasha Dutton, Chris Ranio & Melissa Weber

### CALL TO ORDER:

The March 23, 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 eight members present. Mr. McDowell 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.

### PLEDGE OF ALLEGIANCE:

Mr. T. Miller, Chairman, led the Board members, Employees and Guest 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 March 9, 2015 meeting minutes as presented. **Mr. Heny moved, seconded by Mr. Hughes to approve the Minutes of the March 9, 2015 Regular Meeting as presented.** 8 ayes, 0 nays, 1 absent. **The motion carried.**

**CORRESPONDENCE:**

**Melissa Weber** – Mrs. Weber provided the Board members with a letter of resignation effective March 28, 2015. Mr. T. Miller asked if there were any questions regarding the resignation letter. Mr. Smeltzer expressed his concern with portions of the resignation letter that expressed issues Mrs. Weber had with the areas of the building that were used for break. Mr. Smeltzer reminded everyone that at the February 23, 2015 meeting he had requested the employees provide the Facilities Committee with a list of improvements they would like to see in the maintenance and administrative buildings. Mr. T. Miller stated that the Board will need to continue to look into improving the facility to make it better for the employees. Mr. Hoffman reiterated that they discussed at the last meeting when problems pop up or suggestions are made that the employees must follow the employee handbook which instructs them of the organization chart and who is to be informed of any issues they may have. Mr. Hoffman stated that he has been the head of the Personnel Committee for 2 years and has not had an employee come to the committee regarding a problem. Mr. Galbraith also reminded everyone that the maintenance department does not come back to the office for lunch; therefore, it would not be feasible to construct a large break room. Mr. T. Miller thanked Mrs. Weber for her services and wished her the best.

**FINANCIAL REPORTS:**

Treasurer's Report: Mr. Onufrak reviewed the financial reports for the period ending 02/28/2015. Mr. T. Miller asked if there were any questions regarding the Treasurer's Report. **Mr. Galbraith moved, seconded by Mr. Heny to approve the Treasurer's Report as presented.** 8 ayes, 0 nays, 1 absent. **The motion carried.**

**APPROVAL OF PAYMENTS:**

Approval of Requisitions:

**Revenue Fund Requisition 2012-51** – Mr. T. Miller asked if there were any questions regarding the presentation of Revenue Fund Requisition #2012-51. Mr. Onufrak asked what was disposed of at the Centre County Recycling & Refuse Authority for \$23.45. Mr. W. Miller explained that the mezzanine was cleaned and there were old ceiling tiles, drywall and other miscellaneous items that were disposed of. **Mr. Heny moved, seconded by Mr. Hughes to approve Revenue Requisition 2012-51 payable to SBWJA in the amount of \$31,849.96.** 8 ayes, 0 nays, 1 absent. **The motion carried.**

**Semi-Annual 2012 Bond Payment – Mr. Hughes moved, seconded by Mr. Hoffman to approve the semi-annual 2012 bond interest and principal payment in the amount of \$152,916.25. 8 ayes, 0 nays, 1 absent. The motion carried.**

Melissa Weber exited the meeting at 7:20 p.m.

**GUESTS:**

**Hazen and Sawyer –** Mr. T. Miller welcomed Brian Book from Hazen and Sawyer to the meeting to discuss his proposal for engineering support. Mr. W. Miller asked that Mr. Book speak later.

**Toby Dashner and Chris Ranio –** Mr. T. Miller asked the SBWJA employees if they had anything to discuss with the Board. The employees stated that they had nothing to discuss at this time. Mr. T. Miller thanked the employees for attending the meeting.

**EXECUTIVE DIRECTOR'S REPORT:**

**Bellefonte Borough Meeting –** Mr. W. Miller has been in contact with Ralph Stewart regarding a meeting with him and his Authority Board members. Mr. Stewart is hoping to meet the first part of April.

Mr. W. Miller explained that he has requested that the Borough provide SBWJA with their 92.8A letter that will explain how they were planning to meet the Chesapeake Bay Tributary Strategy (CBTS). The Borough had meetings in the past with SBWJA and at that time they stated they were meeting all of the Chesapeake Bay Tributary Strategy limits after their 2008 upgrades were completed; however, their recent RBC upgrade report mentioned they were not meeting the nitrogen limits for the Chesapeake Bay and their new project they are planning will help them meet the limits. The CBTS upgrade in 2008 was a \$7.5 million dollar upgrade that is not working as planned. The goal was to denitrify the water; however, they report the plant is not meeting these limits.

Mr. W. Miller expressed that he feels it is best to have the support of Mr. Johnson from Gwin Dobson and Foreman and Mr. Book from Hazen and Sawyer during the negotiations of Bellefonte Borough's WWTP upgrades. It was noted that Mr. Book's past knowledge of SBWJA and Bellefonte Borough will be very helpful. Mr. Book prepared a proposal which Mr. W. Miller reviewed and feels comfortable with executing. Mr. T. Miller asked Mr. W. Miller what the approximate liability would be for this future upgrade. Mr. W. Miller stated that it is currently estimated to cost \$5.5 million dollars with SBWJA's responsibility being approximately \$2.3 million. **Mr. Onufrak moved, seconded by Mr. Smeltzer to approve Hazen and Sawyer's proposal to assist with Bellefonte – SBWJA Upgrade Negotiations that are not to exceed \$5,000.00 and to**

allow Mr. W. Miller to execute this proposal. 8 ayes, 0 nays, 1 absent. **The motion carried.**

#### **ENGINEER'S REPORT:**

**Annual Chapter 94 Report** – Mr. Johnson presented the Board with the annual Chapter 94 Report for 2014 and referenced some key points. In 2014, the peak three-month hydraulic loading to the system was 813,711 gpd, which did not include Rockview. The Authority's ratio of peak three-month flow to annual average flow for 2014 was 1.05, :1.0 which is an indication of a tight system.

The number of EDUs served by the Authority increased from 6,378 in 2013 to 6,589 in 2014. In 2015, the Authority is projecting the addition of 86 EDUs through developer and/or individual connections to the system. Mr. Johnson also reviewed the breakdown of the EDUs and where they were located.

In 2014, over 98,948 linear feet (18.74 miles) of gravity sewer was inspected and recorded and 40,669 linear feet (7.70 miles) was cleaned. Mr. Smeltzer asked if it was procedure to clean the sewer line before the video work is completed. Mr. W. Miller stated that it is better to clean the line before it is videoed; however, it is not always necessary.

In 2014, the Authority completed an in-home sewer inspection of 712 properties and approximately 34% of the inspections resulted in problems that were identified and corrected.

Mr. Johnson reviewed Table 5 within the Chapter 94 Report, which included the average and peak flows not including Rockview. The annual average not including Rockview was 778,178. The annual average including Rockview was 1,362,141 with a 3-month average peak of 1,411,467 and a 3-month average to average daily flow (ADF) ratio of 1.04.

The pump station information along with the 2014 historical and projected flows for SBWJA were discussed further.

The Board commended Mr. Johnson on his preparation and explanation of the Chapter 94 Report. Mr. W. Miller stated that Mr. Johnson's firm always does an excellent job with the report. **Mr. Hoffman moved, seconded by Mr. Heny to approve the Annual Chapter 94 Report as presented.** 8 ayes, 0 nays, 1 absent. **The motion carried.**

**Proposal for Pump Station #7 Upgrades** – Mr. Johnson also took a moment to inform the Board that he had provided them with a Proposal for Pump Station #7 Upgrades. This proposal was approved at a previous meeting; therefore, the proposal was executed. Mr. W. Miller commented that it looks like construction will start at Pump Station #7 early 2016. Mr. Galbraith was not on the Board at the time this project was approved; therefore, Mr. Johnson took a moment to explain. Mr. Johnson stated that the pump station is in good operating condition; however, more wet well capacity is needed. The additional capacity will make it possible to have variable frequency drives installed to help equalize the pumping flows in the wet well and to help preserve the pumps.

**OLD BUSINESS:**

**Township Paving Jobs-** Mr. Hoffman asked Mr. W. Miller if the letters that were sent last year to the Townships requesting information regarding their upcoming paving projects helped. Mr. W. Miller stated that the letter did help with the preparation in raising manholes prior to the paving projects. The Authority will send letters to the Townships again regarding this matter.

**Personnel Committee** – Mr. Hoffman stated that the Board had received a report from the Personnel Committee regarding an issue and is waiting for Mr. Mix to respond.

Mr. Scott indicated that he had a statement to make regarding the recent turn of events over the past year. Mr. Scott stated that three good employees have left the Authority and he wanted to know how many more we are willing to lose until the problem is figured out. Mr. Scott indicated that Ted Corman was a hard worker, Todd Musser was very knowledgeable and Melissa Weber seemed like a very sincere person. Mr. Scott stated that the benefits and raises were good at the Authority, so why are the employees leaving? Mr. T. Miller stated that he spoke to Mr. Musser after he left the Authority and he had stated that he was just interested in another job and that he would like to keep the option of returning to SBWJA open. Mr. Onufrak stated that he thought that Mr. Corman left for more money. Mr. Hoffman explained again that the Personnel Committee cannot do anything about a problem until they are made aware of it. Mr. Hoffman referred to the organization chart in the employee handbook which indicates who will need to be notified if an employee is having a problem. Mr. Ranio verified with the Board that if someone is not satisfied with the results they get from Mr. W. Miller that the employee can go to the Board to discuss that problem. Mr. Hoffman indicated that was correct and the Personnel Committee is always available. Mr. Galbraith then asked how an employee is to get in contact with the Personnel Committee if they have an issue. Mr. W. Miller stated that he or the Office Administrator could contact Mr. Hoffman for them.

Mr. Smeltzer recommended that the Board consider having an Executive Session to discuss some personnel issues. At that time Mr. Hoffman asked if the other employees had any questions, because the Board would be asking them to leave due to holding an Executive Session. Mr. Ranio then asked the Board why Mr. W. Miller and Mrs. Gill were not asked to leave the Executive Session on March 9, 2015. It was noted that Mr. W. Miller is the Executive Director and an exempt employee and Mrs. Gill represents the Human Resources Department.

Toby Dashner and Chris Ranio exited the meeting at 8:00 p.m.

**EXECUTIVE SESSION** – Mr. T. Miller recessed the Board for an Executive Session at 8:00 p.m. to discuss personnel issues. The meeting reconvened at 8:17 p.m.

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

**COMMITTEE REPORTS:**

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

**Facilities Committee:** Mr. Hughes had nothing to report at this time. He is currently waiting for suggestions from the SBWJA employees for the building renovations.

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

**ADJOURNMENT:**

**Mr. Onufrak moved, seconded by Mr. Heny to adjourn the meeting at 8:20 p.m. 8 ayes, 0 nays, 1 absent. The motion carried.**

Respectfully submitted,



William Hughes, Secretary



Tasha L. Dutton, Recording Secretary

CC: Benner Township \_\_\_\_\_  
Spring Township \_\_\_\_\_ } 4/14/15 JAD  
Walker Township \_\_\_\_\_