

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

## **REGULAR MEETING**

**August 28, 2017**

### **ATTENDANCE:**

<b>AUTHORITY MEMBERS:</b>	<b>Spring</b>	Joseph Galbraith
		Gregg Heny
		Chris McMurtrie
		Dondi Smeltzer
<b>Benner</b>	<b>Walker</b>	William Hughes
		Dennis McDowell
		Ted Onufrak

**GUESTS:** None present

**EXECUTIVE DIRECTOR:** N. Warren Miller

**EMPLOYEES:** Kelly Gill & Tasha Dutton

### **CALL TO ORDER:**

The August 28, 2017, Regular Meeting of the Spring-Benner-Walker Joint Authority was called to order at 7:00 P.M. by Dennis McDowell, Vice-Chairman. Mr. McDowell 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. Hoffman and Mr. T. Miller were absent. Mr. Onufrak entered the meeting at 7:05 p.m. Mr. McDowell, Vice-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. McDowell, Vice-Chairman, led the Board members and Employees in the Pledge of Allegiance.

**APPROVAL OF MEETING MINUTES:**

Mr. McDowell asked the Board if there were any questions and/or changes to the August 14, 2017 meeting minutes as presented. **Mr. Galbraith moved, seconded by Mr. McMurtrie to approve the Minutes of the August 14, 2017 Regular Meeting as presented.** 6 ayes, 0 nays, 3 absent. **The motion carried.**

**CORRESPONDENCE:**

**Gwin Dobson & Foreman, Inc.** – The Board received an invitation to attend Gwin Dobson & Forman's golf outing at Sinking Valley Country Club on September 15, 2017.

**Mr. Onufrak entered the meeting at 7:05 P.M.**

**FINANCIAL REPORTS:**

Treasurer's Report: Mr. Onufrak reviewed the financial reports for the period ending 07/31/2017 and asked if there were any questions regarding the Treasurer's Report or any comments by the Authority staff. Mr. McDowell noted that the Authority's current income exceeds our expenditures. Mrs. Gill added comments on several line items of interest. **Mr. Smeltzer moved, seconded by Mr. Hughes to approve the Treasurer's Report as presented.** 7 ayes, 0 nays, 2 absent. **The motion carried.**

**APPROVAL OF PAYMENTS:**

Approval of Requisitions:

**Revenue Fund Requisition 2012-107** – Mr. Onufrak presented the Board with Revenue Requisition 2012-107. Mr. McDowell asked if there were any questions regarding the presentation of Revenue Fund Requisition #2012-107. Mr. Hughes questioned why the Authority went to Joseph C. Hazel, Inc. for fittings. Mr. W. Miller indicated the fitting was for Pump Station #4 and it was the closest and fastest place to obtain the part while re-plumbing the pitless adapter for this pump station. **Mr. Heny moved, seconded by Mr. Hughes to approve Revenue Requisition 2012-107 payable to SBWJA in the amount of \$55,266.26.** 7 ayes, 0 nays, 2 absent. **The motion carried.**

**Semi-Annual 2012 Bond Interest & Principal Payment** – **Mr. Smeltzer moved, seconded by Mr. McMurtrie to approve the semi-annual 2012 bond interest & principal payment in the amount of \$155,347.50.** 7 ayes, 0 nays, 2 absent. **The motion carried.**

**GUESTS:** There were no Guests present for the meeting.

### **EXECUTIVE DIRECTOR'S REPORT:**

**Benner Township Water Authority Expense Ratio** – The Board was given a spreadsheet indicating our Authority's expense ratio for the management, operation and maintenance of the Benner Township Water Authority (B.T.W.A.) from 2007 through 2016. It was noted that the overall net income for the maintenance and administrative costs were only \$4,234.80 for this time period; however, Mr. W. Miller stated that he believes it is appropriate for our Authority to assist with the B.T.W.A. as the Township is not interested in being involved with their Water Authority's operation. Mr. W. Miller also mentioned he believes our Authority should help out the B.T.W.A. due to the majority of the customers being mutual customers of S.B.W.J.A. Mr. W. Miller indicated the spreadsheet did not include equipment rentals and Mrs. Gill also mentioned that B.T.W.A. shares the cost of postage for the mutual customers that are billed quarterly for both services. The materials used for repairs and all office supplies are also billed to B.T.W.A. for reimbursement. Mr. W. Miller stated B.T.W.A. has their own accounts established with various vendors for material and supplies.

Mr. McDowell asked if there are any plans for expanding the water system. Mr. W. Miller stated that the Benner Township Municipal Building recently connected their new building to the water system; however, he does not foresee an expansion due to the surrounding residents not being interested in connecting to a public water system at this time.

Mr. Galbraith then asked if S.B.W.J.A. and our employees would be liable for any problems that would arise with the water system. Mr. Onufrak indicated B.T.W.A.'s agreement indemnifies our Authority and Mr. W. Miller also added that B.T.W.A. has an insurance policy that would cover our services.

Mr. Galbraith stated that he broke down the income our Authority receives from B.T.W.A. and noted that we only make \$8.13 per week and he believes that it may be time to increase the rates for our services. Mr. Onufrak suggested that we ask Gwin Dobson & Foreman to complete a rate study prior to November to ensure the Authority is properly charging for our services and to provide the adjusted rates to B.T.W.A. for their 2018 budget.

**Salary Survey** – Mr. W. Miller indicated the 2013 Salary Survey completed by McGrath Consulting Group, Inc. was provided to Mr. Galbraith and Mr. McMurtrie as they were not members of the Board at the time the study was completed. The Board discussed wages and incentives for the employees at S.B.W.J.A. Mr. W. Miller suggested the Board introduce some type of longevity compensation to long standing employees and Mr. Smeltzer stated that Mr. W. Miller's idea was right on track with what needs to happen.

Mr. Onufrak took a moment to express his concerns with the handling of the employee's annual raises and how the distribution of wage increases should be Mr. W. Miller's decision. It was noted that Mr. W. Miller should determine the employee raises and incorporate those figures into the new budget in November for approval. Mr. W. Miller thanked Mr. Onufrak for his comments.

**EXECUTIVE SESSION** – Mr. McDowell recessed the Board for an Executive Session at 7:50 p.m. to discuss Personnel issues. The meeting reconvened at 8:10 p.m.

**OLD BUSINESS:**

**SCI Rockview/SCI Benner Flows** – Mr. Smeltzer inquired about the current flows from SCI Rockview and SCI Benner. Mr. W. Miller explained the flows have decreased by approximately 100,000 Gallons per Day (GPD) since his meeting with David Lapinski from the PA Department of Correction's Central Office. Mr. W. Miller stated they have more reductions possible. Mr. Smeltzer inquired about the current contracted capacity reserved for the prisons. Mr. W. Miller stated the current capacity is set at 550,000 GPD.

**NEW BUSINESS:**

**Village of Nittany Glen Phase III.B.1** - The maintenance bond for the Village of Nittany Glen Phase III.B.1 expired on August 22, 2017. The sewer lines have been video inspected by the maintenance department and deemed acceptable; therefore, the Authority is returning \$4,113.61 to the developer. **Mr. Galbraith moved, seconded by Mr. Hughes to authorize the return of the maintenance bond in the amount of \$4,113.61 for the Village of Nittany Glen Phase III.B.1 project.** 7 ayes, 0 nays, 2 absent. **The motion carried.**

**Pennsylvania State Police Barracks** – Mr. Galbraith questioned the status of the Pennsylvania State Police Barracks located in the Benner Commerce Park. Mr. W. Miller stated the construction is currently under way. It was noted the foundation has already been poured.

**COMMITTEE REPORTS:**

**Personnel & Community Relations Committee** – Mr. Hoffman was absent.

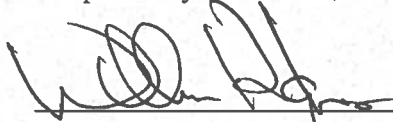
**Facilities Committee:** Mr. Hughes had nothing to report.

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

**ADJOURNMENT:**

**Mr. Smeltzer moved, seconded by Mr. Hughes to adjourn the meeting 8:21 p.m. 7 ayes, 0 nays, 2 absent. 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 \_\_\_\_\_