

SPRING-BENNER-WALKER JOINT AUTHORITY

REGULAR MEETING

December 11, 2017

ATTENDANCE:

AUTHORITY MEMBERS:

Spring	Joseph Galbraith Gregg Heny Chris McMurtrie Dondi Smeltzer
Benner	Dan Hoffman William Hughes Timothy Miller
Walker	Ted Onufrak

GUESTS: None

CONSULTING ENGINEER: Andy Johnson, P.E.

CONSULTING SOLICITOR: Robert Mix, Esq.

EXECUTIVE DIRECTOR: N. Warren Miller

EMPLOYEES: Tasha Dutton and Kelly Gill

CALL TO ORDER:

The December 11, 2017, 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 and Employees 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 November 29, 2017 meeting minutes as presented. Mr. Heny stated that Mr. W. Miller was not present at the November 29, 2017 meeting and asked if this should have been reflected under the roll call section of the minutes. Mrs. Gill stated that the roll call section of the minutes pertains strictly to the Authority's Board members and Mr. W. Miller's name appears under Executive Director, which is listed under the attendance portion of the minutes. **Mr. Galbraith moved, seconded by Mr. Heny to approve the Minutes of the November 29, 2017 Regular Meeting as presented.** 8 ayes, 0 nays, 1 absent. **The motion carried.**

CORRESPONDENCE:

Nittany Engineering & Associates - We received a letter from Robert Decker pertaining to the Bellefonte Borough Authority's Wastewater Treatment Plant upgrade. Attached to the letter was an updated cost estimate and project schedule. The project bids are due December 14, 2017.

FINANCIAL REPORTS:

Treasurer's Report: Mr. Onufrak reviewed the financial reports for the period ending 11/30/2017. Mr. T. Miller asked if there were any questions regarding the Treasurer's Report or any comments by the Authority staff. Mrs. Gill stated the Treasurer's Report is not based on reconciled bank statements as she did not have all the bank statements until today. The Treasurer's Report was presented early due to the Authority only having one meeting in December. **Mr. Hoffman 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 2012-114 – Mr. T. Miller asked if there were any questions regarding the presentation of Revenue Fund Requisition #2012-114. **Mr. Hoffman moved, seconded by Mr. McMurtrie to approve Revenue Requisition 2012-114 payable to SBWJA in the amount of \$58,792.96.** 8 ayes, 0 nays, 1 absent. **The motion carried.**

Mr. Heny asked why we made a payment of \$727.30 to Foster F. Wineland, Inc. for a repair to the backhoe because he thought it was under warranty. Mr. W. Miller indicated this invoice was for travel time and mileage only. The current warranty states full coverage up to 90 days and after that time frame it is the customer's responsibility to pay for travel time and mileage. Mr. W. Miller indicated the Authority may want to consider purchasing a large trailer to transport the backhoe for repairs and to avoid paying shipping on new manholes for future projects.

GUESTS: There were no Guests present.

EXECUTIVE DIRECTOR'S REPORT:

Check Signature Authorization – Mr. W. Miller asked the Board to consider granting Mrs. Gill the authorization to sign checks for the Authority in Mr. W. Miller's absence. Mr. Onufrak stated that he did not see a problem with this decision and suggested the Authority confirm Mrs. Gill is bonded. Mr. Heny asked if Mrs. Gill would have authorization to be the second signature for checks in excess of \$2,000.00 because he was not comfortable with Mr. W. Miller and Mrs. Gill being able to sign a check over \$2,000.00 without a Board member's signature. Mr. Onufrak recommended contacting our auditor, Rick Bair, for his opinion regarding this matter. Mr. Mix stated that he did not see any legal problems with this authorization; however, he indicated a Resolution would be required. Mr. W. Miller will contact Mr. Bair and report back to the Board via email; therefore, a Resolution could be prepared for the January meeting.

Esri Contract – Mr. W. Miller recently met with Dave Gilbert from GeoDecisions to discuss the Authority's current mapping system and GeoDecisions' recommendation to consider upgrading to the Esri system. Esri is an international supplier of geographic information system software, web GIS and geodatabase management applications. Our system is currently mapped through the Arcreader system, which is based through the Esri system; however, it does not have all the functions that are available with the Esri system. The Esri system would allow our maintenance department to make modifications to our mapping system while on the work site versus contacting GeoDecisions' staff to make the modifications. Mr. W. Miller indicated that our maintenance department currently utilizes the Arcreader system through laptops that are located within the service trucks. The laptops are extremely outdated and are starting to malfunction; therefore, Mr. W. Miller thought it may be a good time to look into upgrading the Authority's mapping system.

Mr. Gilbert informed Mr. W. Miller that an Esri Licensed Contract would cost approximately \$5,200.00 per year. Other costs associated with this upgrade would include \$3,000.00 to \$4,000.00 in training, approximately \$1,200.00 to \$1,400.00 per laptop and wi-fi connection.

The Board discussed this upgrade and asked Mr. W. Miller to provide more information on the costs associated with this project; however, a decision will not be made until the results of the Authority's Rate Study are finalized.

Maintenance Supervisor Position – The HR Office recently provided the Authority with a resume from an individual from Washington, DC that is interested in the maintenance supervisor position. The individual is looking to relocate to this area due to having family in the area. The Board was provided with a copy of the potential candidate's resume for review. Mr. W. Miller stated that with the current concerns of the Board he recommends some of the Board members attend the interview that is scheduled for December 22, 2017 at 9:00 A.M. Mr. Hoffman stated that he would attend. Mr. T. Miller and Mr. Hughes indicated they will try to be present.

SOLICITOR'S REPORT: Mr. Mix had nothing further to discuss.

ENGINEER'S REPORT: Mr. Johnson had nothing further to discuss.

OLD BUSINESS:

2018 Budget – Mr. T. Miller asked if there were any questions concerning the 2018 Budget as presented. The Board had no comments regarding the 2018 Budget. **Mr. Hoffman moved, seconded by Mr. Heny to adopt the 2018 Budget in the amount of \$6,231,500.00 as presented. 8 ayes, 0 nays, 1 absent. The motion carried.**

SBWJA Rates – Mr. Hoffman indicated that he would like to have an article published in the newspaper regarding our Authority maintaining sewer rates in 2018 even after our financial obligations are met with the upgrades to Bellefonte Borough Authority's wastewater treatment plant. Mr. Onufrak recommended waiting for a finalized rate study before submitting an article to the public.

SBWJA Rate Study – Mr. Onufrak, Mr. Heny, Mr. Galbraith and Mr. McDowell attended the December 6, 2017 meeting at the Authority office to discuss the draft copy of the SBWJA Rate Study. Mr. Onufrak expressed his concern with Rettew's 20 year preliminary projection which indicates a negative cash flow in 2023 and our Reserves Fund being depleted to zero in 2027; therefore a rate increase may need to take place in 2020 or 2021.

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

COMMITTEE REPORTS:

Personnel & Community Relations Committee – Mr. Hoffman had nothing to report.

Facilities Committee: Mr. Hughes had nothing to report.

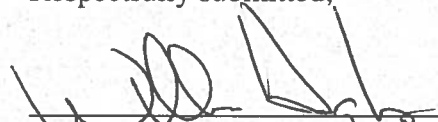
Financial Committee:

SBWJA Rate Study – Mr. Onufrak stated that the December 6, 2017 meeting regarding the rate study went well. The next meeting is scheduled for January 10, 2018 at 2:00 p.m. It was noted the Rettew may present the study to the Board during one of the February Board meetings.

ADJOURNMENT:

Mr. Hughes moved, seconded by Mr. Smeltzer to adjourn the meeting at 7:55 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 _____
Walker Township _____