

SPRING-BENNER-WALKER JOINT AUTHORITY

REGULAR MEETING

December 14, 2015

ATTENDANCE:

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

GUESTS: Shirley Gryczuk

CONSULTING ENGINEER: Andy Johnson, P.E.

CONSULTING SOLICITOR: Robert Mix, Esquire

EXECUTIVE DIRECTOR: N. Warren Miller

EMPLOYEES: Tasha Dutton & Kelly Gill

CALL TO ORDER:

The December 14, 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.

APPROVAL OF MEETING MINUTES:

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

CORRESPONDENCE:

Nittany Engineering & Associates (NEA) – We received a letter from Robert Decker, P.E. of NEA asking our Authority to provide information pertaining to any major developments or expansions tentatively planned that would have a substantial impact on the flows to the Bellefonte Borough Authority's (BBA) Wastewater Treatment Plant, which are not part of our current annual report. The BBA is requesting this information in association with the Special Study being completed as part of the facility upgrade. Mr. W. Miller indicated that he does not foresee any large flow producing development or excessive strength flows in the near future and that he will inform Mr. Decker of this information.

Thank You – The Authority received a card from a local realtor, Joe Malizia, thanking Mr. Dashner and Mr. Holt for their help during an in-home inspection. Mr. Malizia commented on how friendly, professional and helpful they were.

Thank You - Mr. T. Miller read a thank you card forwarded by our employee, Seth Holt, and his family for the gift card given by the Authority for the Holidays.

FINANCIAL REPORTS:

Treasurer's Report: Mr. Onufrak reviewed the financial reports for the period ending 11/30/2015. Mr. T. Miller asked if there were any questions regarding the Treasurer's Report or any comments by the Authority staff. **Mr. McDowell moved, seconded by Mr. Heny to approve the Treasurer's Report as presented.** 9 ayes, 0 nays. **The motion carried.**

APPROVAL OF PAYMENTS:

Approval of Requisitions:

Revenue Fund Requisition 2012-68 – Mr. Onufrak presented the Board with Revenue Requisition 2012-68. **Mr. Hughes moved, seconded by Mr. Hoffman to approve Revenue Requisition 2012-68 payable to SBWJA in the amount of \$81,200.60.**

Mr. Heny referenced the payment to CW Sales for five (5) grinder pumps and wanted to know if they were for the Benner Pike sewer extension. Mr. W. Miller indicated they were for this extension. 9 ayes, 0 nays. **The motion carried.**

GUESTS:

Shirley Gryczuk – Mr. T. Miller asked Ms. Gryczuk if she had anything to bring to the Board. Ms. Gryczuk had nothing to report.

EXECUTIVE DIRECTOR'S REPORT:

SBWJA Christmas Party – The Authority held a Christmas party at the Bellefonte Elks on 12/08/2015. The employees and Board members were very pleased with the event. Mr. W. Miller thanked Mr. Johnson for his contribution to the party.

PennDOT 50/50 Cost Share for SR 144 – Mr. W. Miller met with Gary Bojalad from PennDOT to discuss the SR144 resurfacing project that will take place in 2016. Mr. Bojalad had informed the Authority that a 50/50 cost share request must be submitted before Christmas to be eligible for reimbursement; therefore, a Resolution will need to be executed as part of the required paperwork. The SBWJA maintenance department pulled all the manholes involved with this project to determine what materials will be needed. Once an inventory list is compiled Mr. W. Miller will estimate what the project will cost and this information will be included in the SBWJA Resolution #2015-02.

The Authority will be adding approximately 1 ½" of rise to the manholes due to PennDOT adding 2" of base. Mr. T. Miller inquired about how many manholes will require a cone or barrel. Mr. W. Miller indicated that there will only be one (1) cone and one (1) barrel needed.

Rockview Pump Station – Mr. W. Miller indicated that a double threaded bolt broke off the faceplate of pump #3 stage #2 at the Rockview Pump Station last week. This malfunction took place in the middle of the night and caused limited damage. The ceiling tile, insulation and two (2) electric heaters had to be replaced in the pump station. Mr. T. Miller asked if the incident was reported to PA DEP. The spillage drained back into the floor drains that are tied into the sewer system; therefore, the problem was contained to the pump station and it did not need to be reported to PA DEP.

Mr. Onufrak asked if we should submit an insurance claim for this accident. Mr. W. Miller stated that there was approximately \$1,200.00 damage and our deductible is \$1,000.00; therefore, he does not want to file a claim due to the possibility of our claim causing increased premiums.

116 Willow Bend Drive –The property owners of 116 Willow Bend Drive contacted Mr. W. Miller because they wanted to make the Authority aware that they will be seeking legal advice regarding the sag in their sewer lateral not being repaired. The property owners are demanding repairs due to having their home on the market. Mr. Mix indicated the sewer lateral is the homeowner's responsibility.

Vector Truck - Mr. W. Miller informed the Board that an engine brake was not installed on our new Vector Truck and due to safety reasons he would like to have one installed. The Authority received a quote of \$7,694.67 from Hunter Peterbilt to install an engine brake. The new Vector Truck was to have the same specifications as our old Vector Truck; therefore, we are not sure why the new truck was not equipped with the engine brake. **Mr. Hughes moved, seconded by Mr. Galbraith to approve the installation of an engine brake to the new Vector Truck in the amount of \$7,694.67. 9 ayes, 0 nays. The motion carried.**

EXECUTIVE SESSION – Mr. T. Miller recessed the Board for an Executive Session at 7:30 p.m. to discuss potential Litigation. The meeting reconvened at 7:42 p.m.

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

ENGINEER'S REPORT:

PS#7 Upgrades – Mr. Johnson stated that they are still waiting for permits and once they are obtained the job will be put out for bid. Mr. W. Miller indicated that he had completed the paperwork for the zoning permit and he will be providing it to Walker Township for review.

OLD BUSINESS:

2016 Budget – Mr. T. Miller asked if there were any changes to the tentative budget that was approved one month ago and Mr. W. Miller stated that there were no changes. Mr. T. Miller asked if there were any questions concerning the 2016 Budget as presented. **Mr. Galbraith moved, seconded by Mr. Hughes to adopt the 2016 Budget in the amount of \$3,848,400.00 as presented. 9 ayes, 0 nays. The motion carried.**

Employee Personnel Handbook – Mr. T. Miller asked if there were any additional changes made to the Employee Personnel Handbook. Mr. W. Miller took a moment to explain a few changes that were made.

Page 30 (Section E-12- Personal Days (12.2)) Personal Day Accrual - Mr. W. Miller informed the Board that the language was changed to reflect no more than one Personal Day shall carry over beyond the current year and any unused personal time of more than one day (8 hours), will be paid with the employee's next paycheck following their anniversary date.

Page 28 (Section E-8 Health Insurance)(Continuation of Coverage & Continuation of Coverage Upon Retirement) – Mrs. Gill informed the Board that Mr. Mix had provided his legal opinion and wording to the Continuation of Coverage and Continuation of Coverage Upon Retirement listed under Section E-8 Health Insurance on page 28. With no further questions or concerns **Mr. Hoffman moved, seconded by Mr. Smeltzer to approve the Spring Benner Walker Joint Authority Personnel Rules and Regulations Handbook as presented effective 01/01/2016.** 8 ayes, 1 nay. **The motion carried.** Mr. T. Miller stated that he would like each Board member to express any concerns they may have regarding the wording of the revised Employee Personnel Handbook.

Gregg Heny – Approved Handbook with no questions or concerns.

Joseph Galbraith – Approved Handbook with no questions or concerns.

Dennis McDowell – Approved Handbook with no questions or concerns.

Ted Onufrak – Do Not Approve Handbook due to section regarding FMLA.

Dondi Smeltzer – Approved Handbook with no questions or concerns.

Jason Scott – Approved Handbook with no questions or concerns.

Dan Hoffman – Approved Handbook with no questions or concerns.

William Hughes – Approved Handbook with no questions or concerns.

Timothy Miller – Approved Handbook with no questions or concerns.

NEW BUSINESS:

Yeagle's Mini-Storage Corporation Agreement of Dedication – Mr. W. Miller informed the Board that we have received all items needed to close out the Yeagle's Mini-Storage Corporation project; therefore, he recommended approval of the Agreement of Dedication. **Mr. Smeltzer moved, seconded by Mr. McDowell to approve the Agreement of Dedication for the Yeagle's Mini-Storage Corporation.** 9 ayes, 0 nays. **The motion carried.**

Escrow Account for the Yeagle's Mini-Storage Corporation Maintenance Bond – Yeagle's Mini-Storage Corporation has provided a check in the amount of \$6,135.00 representing their maintenance bond for the Yeagle's Mini-Storage Corporation project for the 18 month period. A Certificate of Deposit will need opened at Northwest Savings Bank to place those monies in the account until the 18 month bonding period expires. **Mr. Smeltzer moved, seconded by Mr. Heny to open a Certificate of Deposit at Northwest Savings Bank for the Yeagle's Mini-Storage Corporation 18 month maintenance bond.** 9 ayes, 0 nays. **The motion carried.**

SBWJA Resolution #2015-02 – PennDOT Cost Sharing – Mr. Miller informed the Board that PennDOT will be resurfacing State Route 144. This Resolution #2015-02 will allow Spring-Benner-Walker Joint Authority to be reimbursed 50% of the costs associated with raising manholes during this PennDOT project. **Mr. Galbraith moved, seconded by Mr. Heny to approve the SBWJA Resolution #2015-02 – PennDOT Cost Sharing as presented and made a part of these meeting minutes. 9 ayes, 0 nays. The motion carried.**

Good to the Order – Mr. T. Miller thanked the Board members and employees for their excellent work. He also stated that the current SBWJA Board is the best Board he has ever worked with and has appreciated all of the positive input the Board provides.

COMMITTEE REPORTS:

Personnel & Community Relations Committee: Mr. Hoffman stated that everyone should keep their ears open for new prospects for employment at Spring Benner Walker Joint Authority.


Facilities Committee: Mr. Hughes had nothing to report.

Finance Committee: Mr. Onufrak had nothing to report.

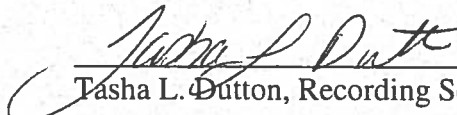
ADJOURNMENT:

Mr. Galbraith moved, seconded by Mr. Hughes to adjourn the meeting at 7:57 p.m. 9 ayes, 0 nays. The motion carried.

Respectfully submitted,



William Hughes, Secretary



Tasha L. Dutton, Recording Secretary

CC: Benner Township _____
Spring Township _____
Walker Township _____

**SPRING BENNER WALKER JOINT AUTHORITY
RESOLUTION #2015 – 02
PENNDOT COST SHARING**

In accordance with the requirements of the Pennsylvania Department of Transportation Design Manual – Part 5, Chapter 3.2, the Spring Benner Walker Joint Authority does hereby authorize the submission of the attached request for the Pennsylvania Department of Transportation to provide a fixed 50 per centum reimbursement to the Spring Benner Walker Joint Authority for all costs incurred in relocating our sewer facilities located in public right of way and affected by SR 26 – Section ST1 Project - necessitated by the Pennsylvania Department of Transportation Highway Improvement Project in Centre County.

Also, the Executive Director of said Municipality be authorized and directed to sign a Utility Reimbursement Agreement on its behalf and that the Authority Office Administrator be authorized and directed to attest the Executive Director signature on the Utility Reimbursement Agreement for this highway project.

Adopted as a Resolution this 14th day of December, 2015

Attest:



Board Secretary

By


Board Chairman

Certification

I, Board Secretary of the Spring Benner Walker Joint Authority attest that this Resolution, was officially adopted by the Spring Benner Walker Joint Authority Board at a duly-called meeting of the Authority.


Board Secretary

(Seal)



Spring-Benner-Walker Joint Authority
December 14, 2015

2015-155

SPRING-BENNER-WALKER JOINT AUTHORITY

170 Irish Hollow Road
Bellefonte, PA 16823
814-355-4778
Fax: 814-355-1599
www.sbwja.com

Executive Director
N. Warren Miller

December 14, 2015

PA Department of Transportation
Engineering District 2-0
Attn: Gary Bojalad
70 PennDOT Drive
Clearfield, PA 16830

Centre County
RE: SR 26 Section ST1 Project
State Route 144
Cost Sharing Request

ATTN: Utility Relocation

Dear Mr. Bojalad:

This correspondence is submitted in accordance with Chapter 3.2 of Design Manual Part 5, Utility Relocation, for referral to the Secretary of Transportation.

The proposed Highway Improvement Project of State Route 144, Segment 0200, offset 0000 to Segment 0280, offset 0747, located in Spring Township, Centre County, requires the relocation and/or adjustment of certain sanitary sewer facilities owned by the Spring Benner Walker Joint Authority, which are presently located in public right-of-way.

It is understood that the cost of relocating and/or adjusting our facilities in public right-of-way are normally at our cost and expense, but that under the provisions of Section 412.1 of the Act of June 1, 1945, P.L. 1242, as amended (36 P.S. 670-412.1), the Secretary of Transportation may determine that the Department will share in such cost.

Accordingly, it is hereby requested that the Department of Transportation share in the costs of the relocation and/or adjustment of our sewer facilities, the total cost of which is estimated to be \$39,595.00.

The Spring Benner Walker Joint Authority hereby offers to pay \$19,797.50 (50%) per centum of the actual cost to relocate and/or adjust our sewer facilities presently located in public right-of-way, which is estimated to be \$39,595.00, provided the Department of Transportation will share in the balance of the actual cost thereof, less any betterments.

PennDOT Cost Sharing
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December 14, 2015

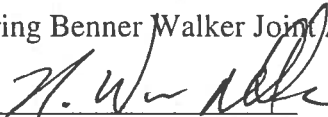
The Spring Benner Walker Joint Authority certifies that the forgoing offer is based on the Spring Benner Walker Joint Authority's ability to pay with available uncommitted funds and that this request is substantiated by our attached summary justification.

If the Secretary of Transportation accepts our offer and determines that the Department will share in the said costs as above stated, the Spring Benner Walker Joint Authority hereby agrees to enter into and execute an Agreement prepared by the Department of Transportation with such terms and conditions as the Secretary may deem necessary and advisable.

Attached hereto and made a part hereof is an executed resolution authorizing the Executive Director to make the within offer.

Sincerely,

The Spring Benner Walker Joint Authority

BY: 
Executive Director

ATTEST:


Authority Office Administrator