

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

## **REGULAR MEETING**

**February 12, 2018**

### **ATTENDANCE:**

**AUTHORITY MEMBERS:**

<b>Spring</b>	Joseph Galbraith Gregg Heny Chris McMurtrie Dondi Smeltzer
<b>Benner</b>	Dan Hoffman William Hughes Timothy Miller
<b>Walker</b>	Dennis McDowell Joseph Swanderski

**GUESTS:** John Kostas

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

**EXECUTIVE DIRECTOR:** N. Warren Miller

**EMPLOYEES:** Will Barton, Tasha Dutton and Kelly Gill

### **CALL TO ORDER:**

The February 12, 2018, Regular Meeting of the Spring-Benner-Walker Joint Authority was called to order at 7:00 P.M. by Dennis McDowell, 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 nine members present. Mr. McDowell, 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, Chairman, led the Board members, Employees and Guest in the Pledge of Allegiance.

**WELCOMING OF NEW BOARD MEMBER:** Mr. McDowell welcomed Joseph Swanderski to the Board as he was recently appointed by the Walker Township Supervisors. It was noted that Mr. Swanderski previously served on the Authority Board.

**APPROVAL OF MEETING MINUTES:**

Mr. McDowell asked the Board if there were any questions and/or changes to the January 22, 2018 meeting minutes as presented. **Mr. Galbraith moved, seconded by Mr. Hoffman to approve the Minutes of the January 22, 2018 Regular Meeting as presented.** 8 ayes, 0 nays, 1 abstention. Mr. Swanderski abstained from the motion due to his recent appointment to the SBWJA Board. **The motion carried.**

**CORRESPONDENCE:**

**Walker Township** - We received an email from Walker Township's Secretary, Sue Wagner, indicating the Board of Supervisors have appointed Joseph Swanderski to represent Walker Township on the Spring Benner Walker Joint Authority's Board.

**The Spring Creek Watershed Commission** – The Authority received an email from the Chairman, Dennis Hameister, of the Spring Creek Watershed Commission indicating they have approved to proceed with updating their comprehensive plan and asked that contributions be sent to Clearwater Conservancy. Mr. Hameister also thanked everyone for their continuing interest and support with the project. Mr. McDowell asked if this donation would give SBWJA a seat at the table to attend their meetings. Mr. W. Miller stated he is certain our Board members would be welcomed to attend meetings.

**PennTerra Engineering, Inc.** - We received an email from Tony Fruchtl of PennTerra Engineering requesting our Authority provide a Letter of Intent to provide sewer service for the new Nittany Express building located on lot 6R of the Airport Park subdivision in Benner Township. Mr. W. Miller indicated Nittany Express will be operating a taxi service at their new location. A Letter of Intent to provide sewer service to Nittany Express was sent to Mr. Fruchtl on 1/25/2018.

**Pennsylvania Municipal Authorities Association** – We received a notice from Pennsylvania Municipal Authorities Association indicating they are offering specialized Board Member Training in March. Mr. McDowell, Mr. Galbraith and Mr. McMurtrie will be attending the training in Camp Hill, PA on 3/13/2018.

**APPROVAL OF PAYMENTS:**

Approval of Requisitions:

**Revenue Fund Requisition 2012-117** – Mr. Heny presented the Board with Revenue Requisition #2012-117 in the amount of \$80,635.73. **Mr. McMurtrie moved, seconded by Mr. Hughes to approve Revenue Requisition 2012-117 payable to SBWJA in the amount of \$80,635.73.** Mr. McDowell asked if there were any questions regarding the presentation of Revenue Fund Requisition 2012-117. 9 ayes, 0 nays. **The motion carried.**

**GUESTS:** Mr. Kostas had nothing to bring to the SBWJA Board at this time.

**EXECUTIVE DIRECTOR'S REPORT:**

**In-Home Inspections** – The In-Home Inspections in the Walker Township sewer service area are nearly complete. Mr. W. Miller indicated the In-Home Inspection Program for the Authority's entire sewer system is at approximately 90% complete. It was noted In-Homes Inspections will begin in Coleville this summer. Mr. W. Miller stated the program has showed dividends in our Chapter 94 Report and he feels it will identify similar results this year. Mr. Swanderski asked if Mr. W. Miller knew how much the flows decreased with this program. Mr. W. Miller indicated the flows have not significantly increased with many new connections, which are approximately 60 to 80 EDUs per year. Mr. W. Miller also noted the Authority's per capita flow has continued to drop from 150 gpd per EDU to 115 gpd per EDU.

**SCI Rockview/SCI Benner Flows** – Mr. T. Miller asked if the flows at SCI Rockview and SCI Benner are still at 49% to 50% or if they have they dropped back. Mr. W. Miller informed the Board that the flows vary and are very unpredictable. Mrs. Gill indicated the 4<sup>th</sup> quarter 2017 flows were at approximately 47%, which was less than the previous quarters. Mr. T. Miller noted that he feels it is beneficial to know this number while reviewing the SBWJA Rate Study.

**ENGINEER' S REPORT:**

**Chapter 94 Report** – Mr. Johnson indicated that he will soon begin working on SBWJA's 2017 Chapter 94 Report and will provide a draft copy for review.

**OLD BUSINESS:**

**Resolution #2018-01** – The Board reviewed Resolution #2018-01, which would authorize designated officers of the Board of Directors and staff of the Spring Benner Walker Joint Authority to sign bills, notes, drafts, checks, orders, receipts, acceptances, endorsements, releases, contracts and other documents on behalf of the Spring Benner Walker Joint Authority. Mrs. Gill indicated the Resolution maintains the requirement that any check over \$2,000.00 requires two signatures, with one being a Board member signature. The officers of the Board and staff of the Authority indicated on this Resolution include the following:

Chairman – Dennis McDowell  
Vice Chairman – Joseph Galbraith  
Treasurer – Gregg Heny

Assistant Treasurer – Chris McMurtrie  
Executive Director – N. Warren Miller  
Office Administrator – Kelly J. Gill

**Mr. Smeltzer moved, seconded by Mr. Swanderski to approve Resolution #2018-01 as presented and attached to the official Minutes. 9 ayes, 0 nays. The motion carried.** Mrs. Gill will have all pertinent authorization forms from the banking institutions for execution at the February 26, 2018 meeting.

**Revenue Fund Requisition 2012-117** – Mr. Smeltzer stated he had a few questions regarding some of the bills listed on Revenue Fund Requisition 2012-117.

**Training** - Mr. Smeltzer asked if the training listed under the PA Rural Water Association was to assist in our employees gaining their water/wastewater license. Mr. W. Miller indicated the employees listed have already obtained their license and are obtaining the required continuing education credits to retain their license. Mrs. Gill indicated the licensed employees must complete 15 hours of continuing education for sewer and 30 hours for water, which must be renewed every three years to maintain their current license status. It was noted that the employees will alternate their attendance at the PA Rural Water Conference due to staffing issues. Mr. Heny asked if the Benner Township Water Authority (BTWA) contributes to the PA Rural Water Association membership renewal. Mr. W. Miller indicated PA Rural Water Association is involved in the water and wastewater industry and that BTWA is not currently a member of the PA Rural Water Association.

**Physicals/Injections** - Mr. Smeltzer then asked about the CDL physicals, pre-employment physicals and injections listed. Mr. W. Miller explained there has been some difficulty with Geisinger's billing process and that the items listed were from services rendered in 2017. Mr. Smeltzer also inquired about what type of injections were administered. Mrs. Dutton indicated they were Hepatitis A, Hepatitis B and Tetanus.

**Rate Study** - Mr. Smeltzer asked how close the Authority is to paying off the balance due to Rettew for our rate study. It was noted that approximately \$19,000.00 has been paid to Rettew; therefore, the balance due is approximately \$4,000.00. Mrs. Gill stated that Rettew is proposing to present the rate study at the next Board meeting. Several of the committee members indicated they would like to schedule an additional work session before the study is presented to the entire Board. Mr. McDowell and Mr. Galbraith both stated there would not be a problem if the study is presented to the Board at the first meeting in March if the committee members are unable to meet prior to the next meeting. Mr. McDowell has asked Mr. T. Miller to be a part of the committee due to Mr. Onufrak not being reappointed to the Board.

**Committees Appointments** – Mr. McDowell made the following committee appointments for 2018.

**Personnel & Community Relations Committee** – Mr. Hoffman, Mr. McDowell & Mr. Swanderski

**Facilities Committee** – Mr. Hughes, Mr. Galbraith & Mr. Smeltzer

**Finance Committee** – Mr. Heny, Mr. T. Miller & Mr. McMurtrie

**Attached to these official meeting Minutes is a listing of the 2018 Committee Appointments.**

**120 Buttercup Way Insurance Claim** – Mr. McDowell inquired about the status of the insurance claim for 120 Buttercup Way. Mr. W. Miller informed the Board that he has contacted the Authority's commercial insurance agent regarding this claim.

On January 28, 2018 the maintenance department was called out to 120 Buttercup Way for sewer backing up into the home. Our Authority personnel determined the trap was clogged with grease and was freed from the trap with a sewer snake. Mr. Smeltzer suggested sending a letter to the homeowners of 120 Buttercup Way informing them of the continued services we have provided to them. Some of the Board members questioned the liability we may have with assisting our customers with sewer back-ups.

**NEW BUSINESS:**

**The Oaks at Pleasant Gap New Cottages & Community Center Agreement of Dedication** – The Authority received all items needed to close out the Oaks at Pleasant Gap New Cottages & Community Center project; therefore, Mr. W. Miller recommended approval of the Agreement of Dedication. **Mr. Heny moved, seconded by Mr. Smeltzer to approve the Agreement of Dedication for the Oaks at Pleasant Gap New Cottages & Community Center. 9 ayes, 0 nays. The motion carried.**

**Vehicle Detailing** – Mr. McDowell wanted to commend the maintenance department on a job well done. It was noted that the employees do a great job keeping the work vehicles clean, presenting a good image of our Authority.

**COMMITTEE REPORTS:**

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


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

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

**ADJOURNMENT:**

**Mr. Hughes moved, seconded by Mr. Smeltzer to adjourn the meeting at 7:33 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 #2018 - 01**

**A RESOLUTION AUTHORIZING DESIGNATED OFFICERS OF THE BOARD OF DIRECTORS AND AGENTS OF THE SPRING-BENNER-WALKER JOINT AUTHORITY TO SIGN BILLS, NOTES, DRAFTS, CHECKS, ORDERS, RECEIPTS, ACCEPTANCES, ENDORSEMENTS, RELEASES, CONTRACTS AND OTHER DOCUMENTS ON BEHALF OF THE SPRING-BENNER-WALKER JOINT AUTHORITY.**

**WHEREAS**, the Spring-Benner-Walker Joint Authority (the "Authority") is a body corporate and politic organized by Spring, Benner and Walker Townships, Centre County, Pennsylvania under and pursuant to the Pennsylvania Municipal Authorities Act of 1945, as amended; and

**WHEREAS**, the Authority is governed by By-Laws, as originally enacted and as amended; and

**WHEREAS**, the By-Laws of the Authority provide that its Board of Directors (Board) shall have the power to determine by resolution who shall be authorized to sign bills, notes, drafts, checks, orders, receipts, acceptances, endorsements, releases, contracts and other documents on behalf of the Authority; and

**WHEREAS**, the Board believes it is in the best interests of the Authority to authorize certain officers of the Board and certain agents of the Authority to sign such documents.

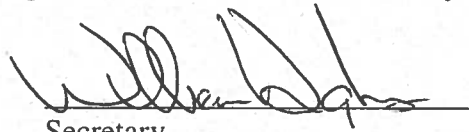
**NOW THEREFORE**, be it resolved by the Spring-Benner-Walker Joint Authority as follows:

1. The following officers of the Board and agents of the Authority are hereby authorized to sign bills, notes, drafts, checks, orders, receipts, acceptances, endorsements, releases, contracts and other documents on behalf of the Authority:
  - a. Chairman;
  - b. Vice Chairman;
  - c. Treasurer;
  - d. Assistant Treasurer;
  - e. Executive Director;
  - f. Office Administrator.
2. Any bills, notes, drafts, checks or orders for payment of money or withdrawal or transfer of monies of the Authority in an amount of two thousand (\$2,000.00) dollars or less shall require the signature of one of the above designated officers or agents; and

3. Any bills, notes, drafts, checks or orders for payment of money or withdrawal or transfer of monies of the Authority in excess of two thousand (\$2,000.00) dollars shall require the signature of two of the above designated officers or agents, one of whom must be an officer of the Board.

The undersigned, Secretary of the Spring-Benner Walker Joint Authority, hereby certifies that the foregoing Resolution was duly adopted by the Authority at a regular meeting held on February 12, 2018 and that proper public notice of said meeting was duly given by posting and publication in accordance with the Sunshine Act, Act No. 84 of the 1986 General Assembly of the Commonwealth of Pennsylvania, as amended, and that said Resolution has not been rescinded or amended and remains in full force and effect.

Witness the signature of the undersigned and the seal of the Authority this 12<sup>th</sup> day of February, 2018.



Secretary  
Spring-Benner-Walker Joint Authority

[SEAL]



# Spring-Benner-Walker Joint Authority

## 2018 COMMITTEES & MEMBERS

### PERSONNEL & COMMUNITY RELATIONS:

Dan Hoffman, Chairman  
Dennis McDowell, Member  
Joseph Swanderski, Member

### FACILITIES:

William Hughes, Chairman  
Joseph Galbraith, Member  
Dondi Smeltzer, Member

### FINANCIAL:

Gregg Heny, Chairman  
Timothy Miller, Member  
Chris McMurtrie, Member

**Dennis McDowell, Chairman of the Board will serve on all committees**