

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

## **REGULAR MEETING**

**January 25, 2016**

### **ATTENDANCE:**

<b>AUTHORITY MEMBERS:</b>	<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 Ted Onufrak

**GUESTS:** Shirley Gryczuk

**EXECUTIVE DIRECTOR:** N. Warren Miller

**EMPLOYEES:** Kelly Gill

### **CALL TO ORDER:**

The January 25, 2016, 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:**

Dondi Smeltzer, Assistant Secretary, took Roll Call, recording eight members present. Mr. Hughes entered the meeting at 7:02 p.m. 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.

Mr. Hughes entered the meeting at 7:02 p.m.

**APPROVAL OF MEETING MINUTES:**

Mr. T. Miller asked the Board if there were any questions and/or changes to the January 11, 2016 meeting minutes as presented. **Mr. Galbraith moved, seconded by Mr. McMurtrie to approve the Minutes of the January 11, 2016 Regular Meeting as presented.** 9 ayes, 0 nays. **The motion carried.**

**CORRESPONDENCE:**

**Walker Township Zoning Hearing Board** – We received a letter from Sharon L. Elder, Walker Township Zoning Hearing Board member, indicating they will meet on Thursday, February 4, 2016 at 7:00 P.M. at the Walker Township Building to discuss SBWJA's request for a special exception/variance for Pump Station #7. Mr. W. Miller indicated he will attend the public hearing to answer any questions that may arise.

**Frederick Gustkey Jr. & Associates** –Mr. Gustkey represents Joseph Musser, Musser Hills Subdivision, and has submitted a request for our Authority to complete a Component 3 Planning Module for sewer service to the property. Mr. Gustkey is requesting our completion of Section J of the planning module for the collection/conveyance portion of the sewer flows for the development.

The Musser Hills Subdivision consists of 12 one acre lots with six (6) of the lots being sold to date. Mr. Smeltzer asked if there was a possibility of more than one lateral being installed to each lot. Mr. W. Miller stated that it depends on the zoning of the property, which he believes was changed to Agricultural because of the issues surrounding the area.

The developer is proposing to install a 2" forcemain from Fiedler Road to our sewer main at the intersection of Weaver Hill Road and North Harrison Road. Mr. W. Miller expressed his concern with any future connections to this line requiring the installation of a grinder pump and asked the Board for their thoughts with installing an 8" gravity line from Bending Oak Drive to our existing main line. Discussion was held regarding our Authority absorbing any cost difference associated with installing an 8" gravity line with manholes in lieu of a 2" forcemain. Mr. W. Miller reminded the Board that this line would be dedicated to our Authority; however, any connections to this line would entitle the developer to reimbursement through Act 57.

The Board suggested Mr. W. Miller contact Spring Township to discuss the zoning for this area and to obtain their thoughts with the installation of a gravity line for future use.

**Nittany Valley Joint Planning Commission (NVJPC)** – Mr. W. Miller informed the Board that he received an email regarding an upcoming NVJPC meeting that Nittany Engineering & Associates (NEA) would be presenting a preliminary project summary for the Bellefonte Borough Authority's (BBA) Sewage Treatment Plant Improvements Project. Mr. W. Miller and Mr. McDowell attended the NVJPC meeting where Chuck Thompson, NEA, was in attendance and presented an Executive Summary, which was also distributed, to all members of the NVJPC. It was noted that the BBA has yet to provide our Authority with this information and it was only obtained when Mr. W. Miller asked Chuck Thompson for a copy of the Executive Summary at the meeting.

**Nittany Engineering & Associates (NEA)** – We received a request for sewer capacity of 2.12 EDUs for Lot 37RR of the Penn Eagle Industrial Park for RRB1 LLC (Rightnour Manufacturing) from Aaron Smith of NEA. RRB1 is in the process of subdividing Lot 37RR to create a new buildable parcel. **Mr. Smeltzer moved, seconded by Mr. Hughes to approve sewer capacity of 2.12 EDUs for RRB1 LLC (Rightnour Manufacturing) for Lot 37RR of the Penn Eagle Industrial Park contingent upon the Bellefonte Borough Authority's approval of the treatment. 9 ayes, 0 nays. The motion carried.**

#### **FINANCIAL REPORTS:**

Treasurer's Report: Mr. Onufrak reviewed the financial reports for the period ending 12/31/2015. Mr. T. Miller asked if there were any questions regarding the Treasurer's Report or any comments by the Authority staff.

Mrs. Gill indicated the Authority had a terrific year financially. The Authority's 2015 budget reflected the use of reserves to balance the budget due to the capital improvements planned for 2015; however, we were able to purchase all of those items without using any reserves. The Capital Improvements for 2015 were:

- New Vector Truck (less trade in)
- Five (5) Barnes grinder pumps for the Benner Pike Sewer Extension Project
- Five (5) Gorman Rupp pumps for the Rockview Pump Station
- Three (3) gas meters
- Engineering work associated with Pump Station #7 upgrades

Mr. Smeltzer referred to the Insurance/Package Policy expense account for the 2015 calendar year which was approximately \$6,000 over budget and inquired about the large increase. Mrs. Gill stated that the commercial insurance increased due to the addition of Pump Station #17 (Burnham Farms Phase III) and payrolls for Worker's Compensation increasing. Mr. W. Miller also indicated the Industrial Appraisal Annual Report increased the property values, ultimately increasing our insurance premiums.

Mr. Smeltzer also referred to the surcharges for the Centre County Prison and PSU Airport increasing and asked if we needed to make any adjustments for future years. Mrs. Gill indicated that she didn't believe any changes were necessary since the BBA invoices our Authority for the surcharges and we turn around and invoice the customer directly. With no further questions, **Mr. McMurtrie moved, seconded by Mr. Smeltzer to approve the Treasurer's Report as presented.** 9 ayes, 0 nays. **The motion carried.**

#### **APPROVAL OF PAYMENTS:**

Approval of Requisitions:

**Revenue Fund Requisition 2012-70** – Mr. Onufrak presented the Board with Revenue Requisition 2012-70. Mr. T. Miller asked if there were any questions regarding the presentation of Revenue Fund Requisition #2012-70. **Mr. Hughes moved, seconded by Mr. Galbraith to approve Revenue Requisition 2012-70 payable to SBWJA in the amount of \$44,926.03.** 9 ayes, 0 nays. **The motion carried.**

#### **GUESTS:**

**Shirley Gryczuk** – Ms. Gryczuk indicated she attended the Benner Township Water Authority meeting last week and was very pleased with the presentation of the Source Water Protection Plan by Mark Stephens of the PA Department of Environmental Protection.

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

**Pump Station #6 (Rockview) Upgrades** – Mr. W. Miller informed the Board that the five (5) Gorman Rupp pumps for the Rockview Pump Station were delivered last week and the maintenance staff is preparing to install them. Mr. W. Miller suggested replacing worn check valves and main valves during the pump replacement.

The newly designed check valves are self-cleaning, which debris is not supposed to get jammed in them. The existing double check valves were installed as part of the original project and are approximately 25 years old.

Mr. W. Miller obtained a proposal from L/B Water Service for the new self-cleaning check valves and is asking the Board to consider purchasing the valves to be installed in connection with the new Gorman Rupp pumps. The Authority maintenance department will be providing all labor. A line item for the purchase of (3) seat valves was removed because of the overall costs. The seat valve has a lever that must be shut to perform any maintenance on the check valve. The Board discussed the proposal and indicated they would prefer to have everything replaced at once, including the seat valves. **Mr. Galbraith moved, seconded by Mr. McDowell to approve the proposal provided by L/B Water Service in the full amount of \$7,949.60, which includes the purchase of the seat valves.** 9 ayes, 0 nays. **The motion carried.**

**Rettew Proposal for Services** – Mr. W. Miller reported that Brian Book is no longer with Hazen and Sawyer and is now working for Rettew. As a result, Mr. W. Miller asked Mr. Book to provide a proposal for engineering support in connection with the BBA's Treatment Plant upgrades since the Authority was interested in retaining Mr. Book's services.

Mr. Book has provided a proposal which reflects a rate of \$192.00 per hour with a not to exceed time and material basis of \$5,000.00. Mr. Galbraith asked if our Authority needs to terminate the contract with Hazen and Sawyer and Mr. W. Miller stated he doesn't believe it is necessary since the contract was signed by Brian Book. **Mr. McDowell moved, seconded by Mr. Heny to approve the proposal from Rettew to retain Mr. Brian Book for engineering support in connection with the Bellefonte Borough Authority's Treatment Plant upgrades on a not to exceed time and material basis of \$5,000.00. 9 ayes, 0 nays. The motion carried.**

**Letter to Township Supervisors Regarding BBA Upgrades** – Mr. W. Miller drafted a letter to send to Spring, Benner and Walker Township Supervisors to update them on the status of the BBA's Wastewater Treatment Plant upgrades and their role in the Act 537 plan that is being prepared by the BBA's engineer. The Board reviewed Mr. W. Miller's letter and authorized the letter to be sent immediately so the Township Supervisors would have it for their February meeting.

**Knoebels Family Picnic** – Mr. W. Miller reported that our 12<sup>th</sup> Annual Family Picnic at Knoebels Amusement Resort is scheduled for Saturday, August 6, 2016. The Authority was able to reserve the same picnic pavilion as with the 2015 picnic.

**Maintenance Locker Room** –The maintenance personnel have started the renovations to their locker room and Mr. W. Miller informed the Board that the Authority will be purchasing a washer and dryer for installation in the locker room. The Authority provides sweatshirts/t-shirts to the maintenance employees, but unfortunately they are not cleaned by the uniform company. Mr. W. Miller expressed his concerns with the employees taking their laundry home after working around sewage and the possible spread of disease.

**GeoDecisions Task Order** – GeoDecisions was hired by our Authority many years ago to assist with the GIS mapping of our sewer system. Our Authority now requires any new developments to have the sewer infrastructure surveyed by adhering to the Pennsylvania State plane so it's compatible with our GIS mapping. Mr. W. Miller explained that there are approximately 104 manholes that have been added since the inception of the GIS mapping that were previously surveyed and are not consistent with the quality requirements of the GIS. GeoDecisions has provided our Authority with a Task Order to complete the survey work of the 104 manholes in the amount of \$3,500.00. **Mr. Hughes moved, seconded by Mr. Hoffman to approve Task Order Number 055791-2016-1 provided by GeoDecisions in the amount of \$3,500.00. 9 ayes, 0 nays. The motion carried.** Mr. W. Miller indicated that there are several existing developments that have additional phases remaining that will not be in compliance with the GIS survey requirements; therefore, GeoDecisions will need to complete similar survey work in the future.

**Benner Pike Sewer Extension** – Mr. W. Miller informed the Board that he made contact with the remaining property owner affected by the Benner Pike Sewer Extension. The homeowner wasn't pleased about connecting to the sewer system because of the financial burden. The homeowner is to contact the Authority office later this week to schedule a time to determine the location of the grinder tank.

Mr. Galbraith asked how the Authority would proceed if connecting to the sewer would truly create a financial hardship for a property owner. Mr. W. Miller stated that during his years of employment with this Authority we have not experienced an issue with financial hardship. There have been some customers that have fallen behind with their connection loan, but they have always pulled through.

**EXECUTIVE SESSION** – Mr. T. Miller recessed the Board for an Executive Session at 8:00 p.m. to discuss potential litigation. The meeting reconvened at 8:16 p.m.

#### **OLD BUSINESS:**

**Vactor Truck Engine Brake** – The engine brake has been installed on the Vactor truck and the Authority personnel indicated it works well. Mr. W. Miller indicated he also had Hunter Peterbilt install a grab handle for climbing into the truck and had it inspected, which is required every six months.

**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.

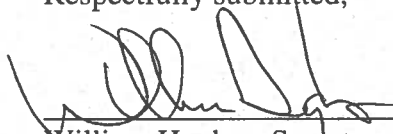
**Financial Committee:** Mr. Onufrak had nothing to report.

**Committee Appointments** - Mr. T. Miller stated that he didn't receive any requests from any Board Members to change committee appointments for the 2016 calendar year; therefore, he would like to retain the same Committee Chairmen as with the previous year, if acceptable. Mr. T. Miller also appointed Mr. McMurtrie to serve on the Personnel & Community Relations Committee. **Attached to these official meeting minutes is a listing of the 2016 Committee Appointments.**

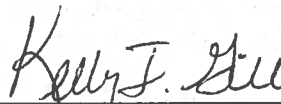
**ADJOURNMENT:**

**Mr. Hughes moved, seconded by Mr. Heny to adjourn the meeting at 8:22 p.m. 9 ayes, 0 nays. The motion carried.**

Respectfully submitted,



William Hughes, Secretary



Kelly J. Gill, Recording Secretary

CC: Benner Township \_\_\_\_\_  
Spring Township \_\_\_\_\_  
Walker Township \_\_\_\_\_ > 2/9/16 JH

# Spring-Benner-Walker Joint Authority

## 2016 COMMITTEES & MEMBERS

### PERSONNEL & COMMUNITY RELATIONS:

Dan Hoffman, Chairman  
Dennis McDowell, Member  
Chris McMurtrie, Member

### FACILITIES:

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

### FINANCIAL:

Ted Onufrak, Chairman  
Gregg Heny, Member

**Timothy Miller, Chairman of the Board will serve on all committees**