

SPRING-BENNER-WALKER JOINT AUTHORITY

REGULAR MEETING

July 27, 2015

ATTENDANCE:

AUTHORITY MEMBERS:	Spring	Joseph Galbraith Gregg Heny
	Benner	Dan Hoffman William Hughes Timothy Miller
	Walker	Ted Onufrak

GUESTS: None

EXECUTIVE DIRECTOR: N. Warren Miller

CONSULTING ENGINEER: Andy Johnson, P.E.

EMPLOYEES: Kelly Gill

CALL TO ORDER:

The July 27, 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 six members present. Mr. McDowell, Mr. Scott and Mr. Smeltzer were 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. Timothy 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 July 13, 2015 meeting minutes as presented. **Mr. Hughes moved, seconded by Mr. Galbraith to approve the Minutes of the July 13, 2015 Regular Meeting as presented.** 6 ayes, 0 nays, 3 absent. **The motion carried.**

CORRESPONDENCE:

Paul & Ellen Hartle – We received a letter from Paul & Ellen Hartle indicating they are requesting to have their property at 3052 Benner Pike, Bellefonte connected to the sanitary sewer due to issues with their existing on-lot system. Mr. W. Miller informed the Board that Mr. and Mrs. Hartle first contacted our Authority earlier this year and were the main reason our Authority began looking into connecting these homes to the public sewer system.

Mr. W. Miller indicated he would like to have the Authority's Engineer complete survey work to identify the PennDOT right-of-way to better determine the expense of restoration and inspection fees and to also complete record drawings upon completion of the project.

S & A Homes – We received a letter from Cory Lovrak requesting sewer capacity of 40 EDUs for Pleasant Hills Apartments Phase II. The proposed project would consist of (2) 20 unit apartment buildings that would connect to the existing line draining from Patricia Lane to Melanie Lane. **Mr. Galbraith moved, seconded by Mr. Hoffman to approve sewer capacity of 40 EDUs for Pleasant Hills Apartments Phase II, contingent upon Bellefonte Borough's approval of the treatment.** 6 ayes, 0 nays, 3 absent. **The motion carried.**

FINANCIAL REPORTS:

Treasurer's Report: Mr. Onufrak reviewed the financial reports for the period ending 06/30/2015. Mr. T. Miller asked if there were any questions regarding the Treasurer's Report. **Mr. Hoffman moved, seconded by Mr. Galbraith to approve the Treasurer's Report as presented.** 6 ayes, 0 nays, 3 absent. **The motion carried.**

APPROVAL OF PAYMENTS:

Approval of Requisitions:

Revenue Fund Requisition 2012-59 – Mr. T. Miller asked if there were any questions regarding the presentation of Revenue Fund Requisition #2012-59. **Mr. Hughes moved, seconded by Mr. Heny to approve Revenue Requisition 2012-59 payable to SBWJA in the amount of \$37,515.53.** Mr. Galbraith referenced the payment to the Walker Township Water Association (WTWA) for quarterly water consumption at several pumping stations and asked if their water rates are that much more than our other water providers. Mr. W. Miller indicated that the WTWA's rates are higher than Bellefonte Borough, but a lot of water is used at these pump stations to inject chlorine into the sewage flows due to the operating head of the system. With no further questions. 6 ayes, 0 nays, 3 absent. **The motion carried.**

GUESTS: There were no Guests present.

EXECUTIVE DIRECTOR'S REPORT:

Knoebels Picnic – Mr. W. Miller reminded everyone that the 11th Annual SBWJA family picnic at Knoebels Amusement Resort is scheduled for Saturday, August 1, 2015.

Bellefonte Borough:

Pretreatment Amendments – On June 22, 2015 we received a letter from Bellefonte Borough asking our Authority to approve amendments to its Pretreatment Rules and Regulations relating to local limits at the Treatment Plant, which is required by the Environmental Protection Agency (EPA). The letter included attachments which detailed the local limits for industrial/commercial users and a calculation scale used to determine any fees assessed to an industrial/commercial user with high strength discharge. In the past Borough Council approved these amendments through an Ordinance, which would be enclosed so we could incorporate the ordinance into a Resolution approved by our Authority.

Mrs. Gill contacted Ralph Stewart through email asking for a copy of the Borough's ordinance to attach to our resolution and was told, "since the Borough Authority began setting rules and rates, they no longer prepare ordinances for the wastewater system. The Borough Authority passed both policies (the local limits and the pretreatment surcharges) in the form of a motion." Mr. Stewart indicated he could put that in the form of a resolution, have it signed and then sent to our Authority. Mrs. Gill indicated Mr. Stewart provided our Authority with a Resolution dated June 16, 2015 that was signed by the Borough Authority Chairman, Joseph Beigle, and Mr. Stewart.

Mr. W. Miller expressed concern with the handling of these amendments by the Borough Authority and also stated that he noticed a typographical error in the calculation scale that was attached to the resolution; therefore, he wanted to ensure these issues were

straightened out before our Authority approved the amendments. The typographical error was brought to Mr. Stewart's attention and has since been corrected.

Mr. Onufrak asked if the Borough Authority provided the amendments to the affected industrial/commercial users within the Townships and Mr. W. Miller indicated he wasn't certain, but would check with Mr. Stewart.

Attendance at our 08/10/2015 Meeting – We provided the Bellefonte Borough Authority with a list of questions pertaining to proposed upgrades to the Wastewater Treatment facility that will be discussed at our public meeting on August 10, 2015 with representatives of the Borough Authority.

Mr. Galbraith expressed concern with time constraints relating to conducting regular business at the meeting the Borough Authority will be attending and asked if we should consider amending the agenda. Mr. T. Miller indicated that the meeting agenda can be amended to allow representatives of the Borough Authority to speak after approval of the prior meeting minutes.

At the Board's request, Mr. W. Miller sent an invitation to the Township Supervisors to attend the August 10, 2015 meeting since their residents will be affected by the proposed upgrades to the Treatment Plant. Mr. W. Miller indicated the Authority may need to institute up to a 10% rate increase to cover the costs of the proposed upgrades, which would raise the quarterly rate from \$65.00 to \$71.50. According to their rate study, the Borough is anticipating increasing their rates from \$103 per quarter to \$122 per quarter to aid with the proposed upgrades. Mr. T. Miller indicated that once this project is complete, the Borough customers may be paying nearly twice as much as our Authority customers for sewer service to the same treatment facility.

Mr. W. Miller expressed his concerns with the Borough Authority's meeting minutes which clearly indicate the proposed upgrades are being handled in an untypical manner to avoid PA DEP scrutiny. Through dealings with the PA DEP over the years, Mr. W. Miller indicated he believes the PA DEP's oversight helps ensure everything goes smoothly with large projects.

The Board suggested Mr. W. Miller contact Ralph Stewart to obtain a copy of the answers to the questions so the Board has time to review the responses prior to the meeting.

Investments – Mr. W. Miller informed the Board that he would like to use some of the monies in the Jersey Shore State Bank operating account to purchase certificate of deposits through PLGIT. PLGIT's rate for a one-year CD is .75% and the Authority is currently earning .25% in interest at Jersey Shore State Bank. Mr. W. Miller would like to stagger the CDs so they have different maturity dates. The Board agreed with Mr. W. Miller's recommendation for investments.

ENGINEER'S REPORT:

Pump Station #7 Upgrades – Mr. Johnson provided the Authority with a set of the design drawings for the Pump Station #7 upgrades to be reviewed by the Authority personnel. Mr. Johnson would like to submit the permits in mid-August, with construction in the Spring of 2016. Mr. T. Miller inquired about the results of the geotechnical services from CMT Laboratories, which Mr. W. Miller indicated everything went well. CMT Laboratories would like our Authority to contract with them to monitor the activity during construction, which Mr. W. Miller and Mr. Hughes do not feel is necessary.

Mr. Johnson left the meeting at 8:00 p.m.

OLD BUSINESS:

Employee Personnel Handbook – The Board continued its discussions of the draft Employee Personnel Handbook from the June 22, 2015 meeting.

With Mr. W. Miller's absence during the last meeting, Mr. Hoffman indicated he wanted to make everyone aware that he spoke with Mr. Mix regarding his legal opinion on allowing the SBWJA employees to continue accruing compensatory time off until the Senate Bill is finalized, which Mr. Mix agreed with.

Discussion was then directed to Page 20, Section D-1.8 - Overtime Compensation & Compensatory Time Off since all areas pertaining to Compensatory Time Off were previously tabled.

Page 20 – (Section D-1.8 Overtime Compensation & Compensatory Time Off) – Mr. W. Miller reminded everyone that the areas highlighted in purple were only considerations due to the uncertainty of the laws surrounding compensatory time off. The Board reviewed Section 1.8 (A) Employees Paid by the Hour and agreed to the following language:

Employees shall receive compensatory time off for overtime at a rate of 1-1/2 hours of compensatory time for each one hour of overtime worked. At the discretion of the Executive Director, employees in this class shall receive 1-1/2 times their normal pay for work in any workweek in excess of 40 hours. For purposes of determining whether an employee has reached the 40 hour threshold in a work week, time off due to vacation, holidays, sick leave, personal or compensatory leave is counted as "hours worked."

Overtime shall be distributed as equitably as possible according to the needs of the Authority. Compensatory time off shall be requested at least two weeks in advance and taken at a time approved by the Executive Director. An employee may accumulate and/or use up to a total of (five) 5 days maximum (or 40 hours) per calendar year.

Page 28 – Section E-8 Health Insurance (Continuation of Coverage) – Mr. Onufrak reverted back to Page 28 and suggested talking to Bob Mix about whether or not we can require an employee who has been off work for three consecutive months or longer to pay for a portion of their health insurance if they have paid time off that they are using.

Page 29 – Section E-10 Retirement Plan

(10.3) Eligibility Requirements – Mr. Heny asked if part-time employees are eligible to participate in the employer-sponsored retirement plan and Mr. W. Miller stated no, only full-time employees are eligible. Mr. Heny suggested adding wording to clarify only full-time employees are eligible to participate in the employer-sponsored retirement plan.

(10.4) Contribution Formula – The Board discussed the proposal to increase the annual contribution to the 401 plan from an 8% match to a 10% match and decided to keep the match of 8%. The last sentence of Section 10.4 will now read as: The employer contribution will be adjusted to reflect changes in the employee's earnings; however, the employee must invest the full 8% to receive the Authority's matching contribution.

Page 30 – Section E-11 Holidays

(11.1) Number of Paid Holidays – The Board discussed the proposal, which would add President's Day as an Authority paid holiday, for a total of twelve paid holidays. After a lengthy discussion, the Board decided against making any changes to the existing paid holidays.

Page 31 – Section E-12 – Personal Days

(12.1) Number of Personal Days – Mr. W. Miller reminded the Board that in order for an employee to accrue paid time off (PTO) by pay period, the PTO has to be taken out to three decimal points (thousandths) to make it as close as possible to the annual amount earned. This method makes it very difficult when distributing PTO; therefore, some changes were made to the handbook to simplify the accrual by pay period. As a result, the proposed changes now reflect an employee will accrue one-half hour per pay period, instead of three (3) days per year. Mrs. Gill indicated the employees would receive an extra two hours per year of personal time. The Board agreed with the recommended changes.

(12.2) Personal Day Accrual – Mr. W. Miller suggested replacing the word "accrue" with "carry over". The Board agreed with the proposed changes. The sentence will now read as: Personal Days shall not carry over beyond the current year except with the permission of the Executive Director.

Section F – Health Policy – Mr. W. Miller indicated that he added a Health Policy to the handbook based on the Clean Indoor Air Act that would prohibit smoking in most public places. The Board agreed with the proposed changes and suggested the wording Centre County Recycling & Refuse Authority be changed to Spring Benner Walker Joint Authority.

Page 32 – No Further Changes

Page 33 – No Changes

Page 34 – Section G – Drug & Alcohol Testing – Mr. Onufrak suggested adding language stating the testing is (In Accordance with the Pennsylvania State Association of Township Supervisors (PSATS)).

Page 35 – No Changes

Page 36 – No Changes

Page 37 – No Changes

Page 38 – No Changes

Page 39 – No Changes

Page 40 – No Changes

Page 41 – No Changes

Page 42 – No Changes

Page 43 – No Changes

Page 44 – No Changes

Page 45 – No Changes

Page 46 – Employee Exit Interview – Mr. W. Miller stated that he added an Employee Exit Interview to the Employee Personnel Handbook as previously recommended by the Authority Board. Mr. W. Miller indicated Mrs. Gill will likely be handling the exit interviews.

The review of the Employee Personnel Handbook was completed. Mr. W. Miller stated that there were some questions that were imposed during the June 8, 2015 meeting in his absence that he would be ready to discuss. The Board suggested waiting until another meeting to discuss the remaining items. Mr. W. Miller will make all the modifications to the Employee Personnel Handbook and will submit a revised copy for further review during a future meeting. Mr. T. Miller suggested waiting until a September meeting to present the handbook with changes.

NEW BUSINESS:

SBWJA Resolution #2015 -01 (Pretreatment Amendments) – Mr. Heny indicated he believes that we should table voting on the resolution to approve the Borough’s Industrial Pretreatment Amendments until the Townships have had an opportunity to review and approve the amendments. Mr. Onufrak added that he believes our affected customers should also have the opportunity to review the amendments before we approve them. **Mr. Heny moved, seconded by Mr. Hoffman to table voting on Resolution #2015-01 (Industrial Pretreatment Amendments) until the Townships have an opportunity to review/approve the amendments and our affected customers have a chance to comment on the revisions.** 6 ayes, 0 nays, 3 absent. **The motion carried.**

COMMITTEE REPORTS:

Personnel & Community Relations Committee: Mr. Hoffman stated that everyone did a terrific job working together in the review of the Employee Personnel Handbook.

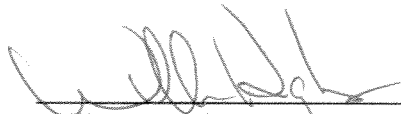
Facilities Committee: Mr. Hughes had nothing to report.

Finance Committee: Mr. Onufrak had nothing to report.

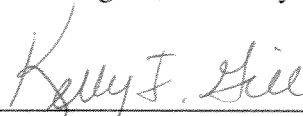
ADJOURNMENT:

Mr. Hoffman moved, seconded by Mr. Heny to adjourn the meeting at 8:50 p.m. 6 ayes, 0 nays, 3 absent. **The motion carried.**

Respectfully submitted,



William Hughes, Secretary



Kelly J. Gill, Recording Secretary

CC: Benner Township _____
Spring Township _____
Walker Township _____