

SPRING-BENNER-WALKER JOINT AUTHORITY

REGULAR MEETING

June 22, 2015

ATTENDANCE:

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

GUESTS: None

EXECUTIVE DIRECTOR: N. Warren Miller

EMPLOYEES: Kelly Gill

CALL TO ORDER:

The June 22, 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 eight members present. Mr. Scott 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. 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 June 8, 2015 meeting minutes as presented. **Mr. Galbraith moved, seconded by Mr. Hughes to approve the Minutes of the June 8, 2015 Regular Meeting as presented. 8 ayes, 0 nays, 1 absent. The motion carried.**

CORRESPONDENCE:

Penn Terra Engineering – We received a letter from John Sepp of Penn Terra Engineering requesting a letter of intent to provide sewer service for Lot 4 of the Burnham Farm Estates Subdivision. Kenlee Drive Apartments project is proposing to construct (2) three story apartment buildings with each containing 20 units. The Authority provided Mr. Sepp with a letter verifying our Authority has the intent to provide sewer service to the entire Burnham Farms Estate Subdivision as previously approved in 2000. Mr. W. Miller indicated Lot 4 will require a private grinder pump.

Walker Township Fire Company – We received a request for donation from the Walker Township Fire Company.

FINANCIAL REPORTS:

Treasurer's Report: Mr. Onufrak reviewed the financial reports for the period ending 05/31/2015. Mr. T. Miller asked if there were any questions regarding the Treasurer's Report. Mrs. Gill reminded the Board that at the auditor's suggestion, a separate Capital Improvements Expense account has been created for payments to Bellefonte Borough for upgrades to their Treatment Plant. **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 2012-57 – Mr. Onufrak asked if there were any questions regarding the presentation of Revenue Fund Requisition #2012-57. **Mr. McDowell moved, seconded by Mr. Heny to approve Revenue Requisition 2012-57 payable to SBWJA in the amount of \$34,598.17.** Mr. Smeltzer referenced the payment to Gwin, Dobson & Foreman for the pump station #7 upgrades and asked how much we have spent to date on the project. Mr. W. Miller indicated we have spent approximately \$15,000 to date.

Mr. Heny referenced the payment to Roberts Oxygen and asked what the dry ice was used for. Mr. W. Miller stated that we recently had to repair a pressurized sewer line that didn't have a valve; therefore, the dry ice was used to stabilize the flow. With no further questions. 8 ayes, 0 nays, 1 absent. **The motion carried.**

GUESTS: There were no Guests present.

EXECUTIVE DIRECTOR'S REPORT:

Zion/Mingoville Study – The Authority received a proposal from CMT Laboratories for geotechnical services as part of the pump station #7 upgrades. Gwin, Dobson & Foreman believes the geo work needs completed to ensure the stability of the geology below the proposed wet well. Mr. W. Miller indicated this work was not part of the original contract provided by Gwin, Dobson & Foreman. **Mr. Galbraith moved, seconded by Mr. Hoffman to approve the proposal from CMT Laboratories to complete geotechnical services as part of the pump station #7 upgrades in the amount of \$6,121.00.** 8 ayes, 0 nays, 1 absent. **The motion carried.** Mr. W. Miller indicated he has sent a letter to the Forest Heights Homeowners Association regarding acquiring additional land due to the pump station upgrades.

Benner Pike Sewer Extension – Mr. W. Miller stated that he has made contact with four of the five property owners that would be affected by the sewer extension and they seem acceptable with moving forward with the project. As part of the project, Mr. W. Miller indicated he would like to reduce the existing 4" pressurized line serving the Penn State Federal Credit Union and Klaban's Furniture to 2" due to the few connections to the line. Survey work will need completed to identify the PennDOT right-of-way to avoid the expense of restoration and inspection fees.

Mr. Galbraith inquired about an estimate for the total project and asked if grant monies may be available. Mr. W. Miller doesn't believe any of the properties would qualify for grant funding and stated the grinder pumps alone will cost approximately \$20,000. The project would be completed by Authority personnel and the only other cost would be for the materials. Mr. W. Miller believes the project will not exceed \$25,000, not including labor and equipment costs.

EXECUTIVE SESSION – Mr. T. Miller recessed the Board for an Executive Session at 7:15 p.m. to discuss potential litigation. The meeting reconvened at 7:54 p.m.

OLD BUSINESS:

Employee Personnel Handbook – The Board continued its discussions of the draft Employee Personnel Handbook from the last meeting.

Page 24 (Section E-2 Sick Leave (2.7) Sick Day Carryover) – The Board discussed the proposed changes to sick day carryover which would allow an employee to be paid for unused sick time at the time of retirement. The current handbook only allows a maximum of 20 days to be paid. After a lengthy discussion the Board decided to modify the handbook to permit an employee who has been employed for twenty (20) consecutive years to receive compensation for 50% of his/her accrued sick time.

Page 25 – No changes

Page 26 – No changes

Page 27 – (Section E-6 Leaves of Absence (6.3) Leave Due to a Death) – Mr. Heny suggested that immediate family should be modified to include Step-parents, Step-children and step-siblings. The Board agreed.

Page 28 – (Section E-7 Workman’s Compensation (B)) – Mr. Heny referenced the first sentence which indicates an employee on worker’s compensation is required to provide the Authority with periodic information concerning their absence and expected return date and asked if we should further define the word periodic. Mr. Galbraith indicated the worker’s compensation carrier usually monitors the status of the employee, but is not sure any medical updates would be provided to the Authority. Mr. Onufrak suggested contacting the Authority’s insurance agent to discuss the procedures for periodic updates and to determine if this paragraph of the handbook should be added.

Paragraphs (C) & (D) - Mr. Galbraith referenced paragraph C which allows an employee to supplement worker’s compensation benefits by using their sick leave and suggested deleting the entire paragraph. Mr. Galbraith stated that worker’s compensation benefits would be reduced by any monies earned; therefore, the employee would be using their paid time off and not gaining any benefit. Further discussion was held and the Board decided to keep paragraphs C & D as listed; however, the Board suggested the Authority personnel be educated on the reduction of worker’s compensation benefits due to using paid time off.

Section E-8 Health Insurance (Continuation of Coverage) – Mr. Hoffman noted the first sentence indicates an employee who has been off for a period of three consecutive months or longer will be required to pay a portion of their health insurance monthly premium and asked if this should exclude an employee on FMLA. Mr. Hoffman also suggested adding language that would permit an employee to continue with their employer paid insurance coverage as long as they are using paid time off. The Board agreed with Mr. Hoffman’s recommendations and will make the changes.

The Board decided to stop the review of the Employee Personnel Handbook at the end of Page 28 and will continue with Page 29 at a future meeting.

Compensatory Time Off – Mr. Hoffman indicated he obtained some additional information in regard to the pending Senate Bill relating to compensatory time off. Senator Mike Lee and Majority Leader Mitch McConnell introduced a bill known as the “Working Family Flexibility Act”, which would reinstate compensatory time off. Mr. Hoffman indicated there is significant bi-partisan support and it appears as though the bill will pass.

Mr. T. Miller reminded the Board that he would not be attending the July meetings due to travel arrangements.

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.

Finance Committee: Mr. Onufrak had nothing to report.


ADJOURNMENT:

Mr. Hughes moved, seconded by Mr. Heny to adjourn the meeting at 8:56 p.m. 8 ayes, 0 nays, 1 absent. The motion carried.

Respectfully submitted,



William Hughes, Secretary



Kelly J. Gill, Recording Secretary

CC: Benner Township _____
Spring Township _____
Walker Township _____