

SPRING-BENNER-WALKER JOINT AUTHORITY

REGULAR MEETING

May 26, 2015

ATTENDANCE:

AUTHORITY MEMBERS:

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

GUESTS: None

EXECUTIVE DIRECTOR: N. Warren Miller

CONSULTING ENGINEERS: Andy Johnson, P.E.; Brian Book, P.E.

AUDITOR: Rick Bair, CPA; Michael Depasquale, CPA

EMPLOYEES: Kelly Gill

PLEDGE OF ALLEGIANCE:

Mr. Timothy Miller, Chairman, led the Board members, Professional Services and Employees in the Pledge of Allegiance.

CALL TO ORDER:

The May 26, 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 entered the meeting at 7:10 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.

APPROVAL OF MEETING MINUTES:

Mr. T. Miller asked the Board if there were any questions and/or changes to the May 11, 2015 meeting minutes as presented. **Mr. Hoffman moved, seconded by Mr. Heny to approve the Minutes of the May 11, 2015 Regular Meeting as presented. 8 ayes, 0 nays, 1 absent. The motion carried.**

CORRESPONDENCE:

Bellefonte Borough – Mrs. Gill received several emails from Lori Walker, Borough Finance Director, regarding finalizing the 4th quarter 2014 and 1st quarter 2015 treatment plant billings. The initial email was received from Ms. Walker on April 15, 2015 with the invoices attached; and the emails concluded on May 20, 2015.

Mrs. Gill indicated Ms. Walker attempted to invoice our Authority for items that were previously paid in the Borough's 3rd quarter 2014 billing; therefore, Mrs. Gill requested additional information through numerous emails, which resulted in receiving two revised billings before ultimately providing the Borough with a correct final invoice on May 20, 2015 that Ms. Walker agreed was correct. Mrs. Gill indicated the Bellefonte Borough bill has been added to the requisition for approval later this evening.

FINANCIAL REPORTS:

Treasurer's Report: Mr. Onufrak reviewed the financial reports for the period ending 04/30/2015. Mr. T. Miller asked if there were any questions regarding the Treasurer's Report. **Mr. McDowell moved, seconded by Mr. Galbraith 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 2012-55 – Mr. Onufrak asked if there were any questions regarding the presentation of Revenue Fund Requisition #2012-55. **Mr. Galbraith moved, seconded by Mr. Heny to approve Revenue Requisition 2012-55 payable to SBWJA in the amount of \$261,230.88. 8 ayes, 0 nays, 1 absent. The motion carried.**

GUESTS:

2014 Audit – Rick Bair and Michael DePasquale of Baker Tilly attended the meeting to present the Authority with the 2014 audit and to answer any questions the Authority may have. Mr. Bair indicated that Parente Beard merged with Baker Tilly in October 2014 and is the 12th largest accounting firm in the United States. Mr. Bair referenced Page 2 of the financial statements, which pertains to the lack of a Management’s Discussion and Analysis and was recently questioned by a water authority SBWJA manages. Mr. Bair indicated 85%-90% of public entities do not complete the analysis due to the added cost and expense. The analysis helps to explain the fluctuation in revenues/expenses of the entity.

Jason Scott entered the meeting at 7:10 p.m.

Mr. DePasquale has audited our financial statements for the last several years and is familiar with the Authority’s operations; therefore, he provided the overview of the financial statements. He indicated that the Authority’s operating revenues decreased from 2013 to 2014 due to the receipt of the SCI Benner tapping fees in 2013.

Mr. DePasquale reviewed the annual debt service requirements through 2038 and indicated through 2019 this Authority will be making minimal principal payments of approximately \$5,000 per year.

Mr. DePasquale indicated the audit is a very easy process because the same general procedures are followed each year and Mrs. Gill is very organized with the Authority’s financial records, which allows the tasks to be completed within a couple of days. With no questions for Mr. Bair or Mr. DePasquale, **Mr. Hoffman moved, seconded by Mr. Smeltzer to approve the 2014 audit as presented.** 9 ayes, 0 nays.
The motion carried.

EXECUTIVE DIRECTOR’S REPORT:

274 Lower Coleville Road – Mr. W. Miller informed the Board that Spring Township has confirmed that a \$5,000 bid was offered and accepted for the property located at 274 Lower Coleville Road as part of the Tax Judicial Sale; therefore, the deed will likely be transferred in mid-June. The Authority will not receive payment for the outstanding liens or balances; therefore, this will be treated as a bad debt expense. Mr. W. Miller indicated the water service was terminated to the property several years ago and the video inspection of the sewer lateral indicated there was no infiltration entering the system.

PA One Call Tickets - Discussion was held during the last board meeting regarding the Pennsylvania One Call system and the locates our Authority personnel completes to mark our sewer system locations. Mr. W. Miller reported our Authority had 570 locates in 2014, or an average of 2+ locates per day.

EXECUTIVE SESSION – Mr. T. Miller recessed the Board for an Executive Session at 7:20 p.m. to discuss potential litigation. The meeting reconvened at 8:07 p.m.

Brian Book left the meeting at 8:08 p.m.

ENGINEER'S REPORT:

Pump Station #7 Upgrades – Mr. Johnson provided the Authority staff with three preliminary floor plan details for the upgrades at Pump Station #7 (Zion Ridge). Mr. W. Miller indicated he will have the maintenance personnel review the floor plans and determine which plan they want to select for construction.

Mr. Johnson reported that he and Mr. W. Miller met with the Gorman Rupp representatives (Envirep) a few weeks ago to discuss the pump replacement at P.S. #7. Gorman Rupp has a new style of pump that has both stages operating off of a single motor, which Mr. W. Miller wants to have installed. A quick connection will also be added in the upgrades so a portable pump can be used to keep things flowing in case of complete pump malfunction.

OLD BUSINESS:

Bellefonte Borough Upgrades – Discussion was held regarding the proposed upgrades to the Bellefonte Borough Wastewater Treatment Plant. **Mr. Smeltzer moved, seconded by Mr. Hughes to authorize the Authority's professional services to meet to discuss strategies to evaluate the proposed upgrades to the Bellefonte Borough Wastewater Treatment Plant.** 9 ayes, 0 nays. **The motion carried.**

NEW BUSINESS:

Maintenance Leader Position – Mr. W. Miller informed the Board that the Maintenance Leader position was advertised several months ago in the local newspaper, Authority website and several industry related organizations; however, the Authority received very few applicants. The Authority will continue to advertise in search of a qualified candidate.

Mr. W. Miller indicated he anticipates the Maintenance Leader will eventually be promoted to the Executive Director position upon his retirement. The candidate will need to be very familiar with the industry and know PA DEP regulations.

Mr. T. Miller asked about the possibility of hiring an Assistant Executive Director that would oversee the maintenance department, which could increase the intake of potential candidates. Mr. W. Miller agreed that this could be an option and he would want the Board to be involved with the hiring of such an individual since the candidate may likely be the next Executive Director.

COMMITTEE REPORTS:

Personnel & Community Relations Committee:

Personnel Handbook - Mr. Hoffman indicated the Personnel Committee members have been provided with a draft Personnel Handbook and he would like the remaining Board members to have a copy to review for discussion at the next meeting on June 8, 2015. Mr. W. Miller will have a draft copy delivered to each of the remaining Board members later this week.

Mr. Hoffman also stated that he has been researching compensatory time and has recently come across a federal Senate Bill proposing to reinstate compensatory time. Mr. Hoffman acknowledged the importance of the compensatory time to the employees and would like to keep the employees happy, if possible without legal ramifications.

At this time and upon Mr. Mix's approval, Mr. Hoffman suggests delaying any decisions regarding compensatory time until any resolutions are made regarding the pending Senate Bill.

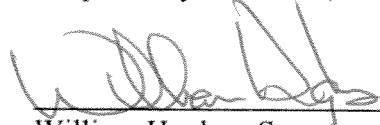
Facilities Committee: Mr. Hughes had nothing to report at this time.

Finance Committee: Mr. Onufrak had nothing to report.

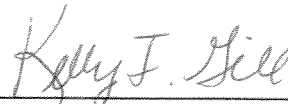
ADJOURNMENT:

Mr. Hughes moved, seconded by Mr. Heny to adjourn the meeting at 8:40 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 _____

> 6/19/2015
2:40