

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

## **REGULAR MEETING**

**November 13, 2017**

### **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:** Brian Book

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

**EXECUTIVE DIRECTOR:** N. Warren Miller

**EMPLOYEES:** Kelly Gill & Tasha Dutton

### **CALL TO ORDER:**

The November 13, 2017, 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 nine members present. 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, Guests 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 October 23, 2017 meeting minutes as presented. Mr. Onufrak took a moment to comment on the section of the minutes discussing the costs associated with the Hughes Street Sewer Extension. Mr. Onufrak indicated he thought the project was estimated to cost \$7,000 and a couple of meetings ago we were at \$5,000 and now we are back up to \$10,000. Mr. Onufrak stated that he thought the project was approved at a total cost of \$7,000. Mr. W. Miller then reminded the Board they approved the project at an estimated cost of \$10,000 during the June 12, 2017 meeting, which is reflected in those meeting minutes. **Mr. Heny moved, seconded by Mr. Galbraith to approve the Minutes of the October 23, 2017 Regular Meeting as presented. 9 ayes, 0 nays. The motion carried.**

**CORRESPONDENCE:**

**Donna and Terry Neidigh -** We received correspondence from Donna and Terry Neidigh requesting our Authority grant personal hardship for their property at 203 Forge Road, Bellefonte. The interior of the Neidigh's home was destroyed by fire on Thursday, October 26, 2017. Bellefonte Borough has confirmed the water service was terminated to this property at the curb on November 6, 2017. **Mr. Hoffman moved, seconded by Mr. McMurtrie to grant Mr. and Mrs. Neidigh personal hardship for their property at 203 Forge Road. 9 ayes, 0 nays. The motion carried.**

**Thomas Stoner –** We received a letter from Thomas Stoner requesting our Authority grant him a reduced user fee rate for the property he recently purchased at 123 Greens Valley Road. The mobile home was demolished and a new home will eventually be constructed in 2018 or 2019. **Mr. McDowell moved, seconded by Mr. Heny to grant the Reduced User Fee rate to the property located at 123 Greens Valley Road, Centre Hall in accordance with our Authority's rules and regulations. 9 ayes, 0 nays. The motion carried.**

**C. Edward Adams & Jo Adams –** We received a letter from C. Edward and Jo Adams at 1052 W. Springfield Drive indicating their HVAC condensate line has been disconnected from the sanitary sewer. The correction was re-inspected by our Authority personnel on 10/26/2017. Mr. W. Miller commended our customers on their efforts to help maintain our public sewer facilities for the future, following our in-home inspection program.

**Maintenance Supervisor Position/HR Office Agreement –**Mr. Mix provided the Board with his legal opinion regarding the Agreement for Search, Recruitment and Placement Service for the Maintenance Supervisor position. Mr. T. Miller asked the Board to review the comments for later discussion.

## APPROVAL OF PAYMENTS:

Approval of Requisitions:

**Revenue Fund Requisition 2012-112** – Mr. T. Miller asked if there were any questions regarding the presentation of Revenue Fund Requisition #2012-112. **Mr. Galbraith moved, seconded by Mr. Heny to approve Revenue Requisition 2012-112 payable to SBWJA in the amount of \$416,792.96. 9 ayes, 0 nays. The motion carried.**

## GUESTS:

**SBWJA Rate Study** – Rettew’s engineer, Brian Book, took a moment to thank the Board for selecting his firm to complete the Authority’s rate study. Mr. Book indicated he met with Mr. W. Miller and Mrs. Gill on November 2, 2017 to obtain information regarding the rate study. A draft copy of the rate study is anticipated in approximately two weeks with the expectations of a published study being completed for the December 11, 2017 meeting. The Board was asked if they were interested in forming a committee that would ensure all their concerns being addressed in the study. Mr. T. Miller appointed Mr. Heny, Mr. McDowell, Mr. Onufrak and Mr. Galbraith to serve on the Rate Study Committee. Mr. Book will coordinate a meeting with the committee via email.

## EXECUTIVE DIRECTOR’S REPORT:

**Pleasant Hills Storm Sewer** – Mr. McDowell met with Bill MacMath to review the Authority’s concerns with cleaning the storm drain for the Pleasant Hills HOA. Mr. McDowell and Mr. MacMath were in agreement that this is not SBWJA’s or Spring Township’s problem. Mr. W. Miller asked if the Board would like to rescind their previous motion made to clean the storm drain for the Pleasant Hills HOA. Mr. T. Miller asked that the motion be read aloud to the Board. Mrs. Gill indicated the Board approved this motion on October 9, 2017 and it read “Mr. Hughes moved, seconded by Mr. Onufrak to approve the removal of grit from Pleasant Hills Homeowners Association’s private drainage pipe that is 42” in diameter and approximately 100’ long. This work will be completed after the entry point for our Vactor truck is exposed by the HOA’s contractor and when it is convenient for SBWJA’s schedule. A contract between SBWJA and the Pleasant Hills Homeowners Association must also be executed prior to the work being completed”. Several Board members indicated they would like to rescind the motion from October 9, 2017; however, Mr. Onufrak stated that he did not think it was necessary to rescind the motion because SBWJA is not completing the work until the conditions are met by the HOA. Mr. Onufrak also believes there is still confusion on the ownership of the pipe. It was noted that Mr. MacMath indicated they may be responsible for the pipe but not gaining access to the pipe. The Vice-President of the HOA had informed Mr. W. Miller they do not have a right-of-way for crossing the SEDA-COG Railway. Mr. Onufrak added that we may want to ask Mr. MacMath to send our

Authority a letter requesting we rescind our motion to clean the Pleasant Hills HOA drainage pipe, because he feels that Mr. MacMath still wants our Authority to complete the work. Mr. Onufrak stated he was under the impression that Mr. MacMath was going to get this problem squared away with the HOA and then follow- up with us; therefore, he believes rescinding the motion would not be appropriate at this time as we still may need to complete the work. Mr. T. Miller asked if anyone wanted to rescind the motion or if they would like to continue to keep the motion as it stands. The Board will keep the motion as it stands.

**Hughes Street Sewer Extension** – The survey work for the Hughes Street sewer extension has been completed and all pertinent property pins were located. We will not be required to obtain a right-of-way from the property owners at 503 Hughes Street.

**Insurance Coverage** – Mr. Onufrak previously suggested our office verify insurance coverage if work is not performed within the scope of our Authority's duties and responsibilities. The Authority's insurance agent verified all work is covered as long as the work is performed by an SBWJA employee.

#### **ENGINEER' S REPORT:**

**Hughes Street Sewer Extension** – Mr. Johnson indicated his firm completed the survey work for the Hughes Street Sewer Extension and asked if anyone had questions for him.

#### **OLD BUSINESS:**

**Maintenance Supervisor Position/HR Office (HRO) Agreement** – The Board reviewed Mr. Mix's legal opinion regarding the Agreement for Search, Recruitment and Placement Service for the Maintenance Supervisor position. Mr. McDowell suggested the Authority approach HRO to request the 90 day performance guarantee be extended to 6 months due to the Authority's current probation period being 6 months. Mr. Galbraith indicated he doubts Mr. Krauss would follow through with this request because he was aware of our 6 month probation period due to it being discussed at a previous Board meeting. Mrs. Gill indicated the Authority's 6 month probation period was not discussed until after Mr. Krauss exited the meeting. **Mr. McDowell moved, seconded by Mr. Heny to approve the Agreement for Search, Recruitment and Placement Service for the Maintenance Supervisor position with Mr. Mix's suggestion to increase the 90 day performance guarantee to 6 months and to continue to approve this agreement at 90 days if the 6 months is not accepted by The HR Office.**



Mr. Onufrak then stated the Board had to discuss Mr. Mix's second concern which indicated, if the employee is discharged or quits within 90 days and a replacement employee is not found within an additional 30 days, "an option of a refund of the fees would be discussed." Mr. Mix felt this clause was too vague and suggested the phrase be amended to read "HRO shall refund any fees paid by the Spring Benner Walker Joint Authority." After a lengthy discussion, **Mr. Onufrak moved to amend the motion to include Mr. Mix's recommendation indicating the HRO shall refund any fees paid by SBWJA if an acceptable replacement is not found by HRO within an additional 30 days if the candidate resigns or is discharged during the 90 day period of guarantee. The motion was seconded by Mr. Hoffman. 9 ayes, 0 nays. The motion carried.**

#### **NEW BUSINESS:**

**2018 Tentative Budget** – Mr. T. Miller referenced the 2018 Tentative Budget that was provided for the Board's review. Mr. T. Miller indicated the expense and income for 2018 is tentatively set for \$5,986,500. This budget reflects Bellefonte's upgrades, which they believe will be completed in October of 2018. It was also noted that the income side line item #52501-System Reserve Income Deposit reflects the use of reserves in the amount of \$1,627,300 to balance the budget.

Mr. W. Miller indicated \$895,000 was budgeted in 2017 for line item #52501-System Reserve Income Deposit, which was intended for the Pump Station #7 Upgrades; however, the Authority did not need to utilize any reserves to balance the 2017 Budget.

**#85202–Bond Issuance** – Mr. Smeltzer asked if this budget includes the Authority's Bond payment. Mrs. Gill indicated the Bond payments are listed under line item #85202 in the amount of \$306,000. Mrs. Gill also stated that this amount will increase slightly in 2021 and in 2024 it will significantly increase.

**#65101-Hourly/Salary Wages** – Mr. Onufrak asked if enough funds were budgeted for the part-time employee position due to the Cost of Living Adjustment of 2.3%. Mr. W. Miller stated he believes there will be enough budgeted for #65101-Hourly/Salary Wages.

Mr. Onufrak also asked if Contracted Services or Engineering Services would be increased to reflect the Rate Study from Rettew in the amount of \$22,709 and the possible costs associated with the recruitment of a maintenance supervisor. Mr. W. Miller stated he would make these modifications.

There was general discussion and questions with the tentative budget. With no further questions regarding the 2018 Tentative Budget, **Mr. Onufrak moved, seconded by Mr. Heny to approve the 2018 Tentative Budget as presented. 9 ayes, 0 nays. The motion carried.**

**EXECUTIVE SESSION** – Mr. T. Miller recessed the Board for an Executive Session at 7:51 p.m. to discuss personnel issues. The meeting reconvened at 8:52 p.m.

**COMMITTEE REPORTS:**

**Personnel & Community Relations Committee:**

**Employee Longevity Incentive** – Mr. Hoffman moved, seconded by Mr. Smeltzer to rescind the Board's October 23, 2017 motion to approve an Employee Longevity Incentive for all Non-Exempt employees upon his/her anniversary date to allow more time for the Personnel Committee to work with the staff to establish a proposal for future review. 9 ayes, 0 nays. The motion carried.

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

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

**Christmas Party** – Mr. T. Miller reminded everyone the Authority's Christmas Party will be held at the Bellefonte Elks on Thursday, December 14, 2017 at 5:00 p.m.

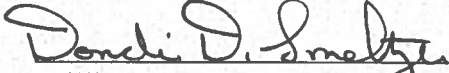
**S.B.W.J.A. Meeting** – Mrs. Gill indicated the next Board meeting will be held on Wednesday, November 29, 2017 due to deer season.

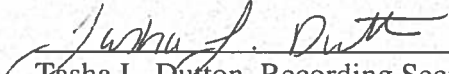
**Employee Gift Certificates** - Mr. T. Miller indicated that in past years the Authority has provided the employees with gift certificates at a local grocery store for the Christmas Holiday. Mr. Hoffman moved, seconded by Mr. McDowell to purchase gift certificates for each of the Authority's employees from a local grocery store similar with previous years. 9 ayes, 0 nays. The motion carried.

**ADJOURNMENT:**

**Mr. Hughes moved, seconded by Mr. Heny to adjourn the meeting at 8:55 p.m. 9 ayes, 0 nays. The motion carried.**

Respectfully submitted,

  
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William Hughes, Secretary  
Dondi Smeltzer, Assistant Secretary

  
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Tasha L. Dutton, Recording Secretary

CC: Benner Township \_\_\_\_\_  
Spring Township \_\_\_\_\_  
Walker Township \_\_\_\_\_