

SPRING-BENNER-WALKER JOINT AUTHORITY

REGULAR MEETING

November 14, 2016

ATTENDANCE:

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

GUESTS: None

CONSULTING ENGINEER: Andy Johnson, P.E.

CONSULTING SOLICITOR: Robert Mix, Esq.

EXECUTIVE DIRECTOR: N. Warren Miller

EMPLOYEES: Kelly Gill & Tasha Dutton

CALL TO ORDER:

The November 14, 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:

William Hughes, Secretary, took Roll Call, recording eight members present. Mr. Onufrak entered the meeting at 7:04 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 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 24, 2016 meeting minutes as presented. **Mr. Galbraith moved, seconded by Mr. Heny to approve the Minutes of the October 24, 2016 Regular Meeting as presented.** 8 ayes, 0 nays, 1 absent. **The motion carried.**

Mr. Onufrak entered the meeting at 7:04 p.m.

CORRESPONDENCE:

American Transparency – We received a Right to Know request for an electronic copy of employee records for the 2015 fiscal year from American Transparency, which is based in Boca Raton, Florida. The records would include employee's name, date of hire, gross annual wages and position. Mr. Mix was asked to check into this matter and he suggested that the Authority respond to this request. Mr. Mix stated that State College Borough Water Authority and Centre County Recycling and Refuse Authority received the same request. Mr. Hoffman stated that he was familiar with this agency and noted that they sent this request to everyone in the state. It was noted that the Federal Government denied American Transparency's Right to Know request. Mr. W. Miller asked Mr. Mix what would happen if the Authority refused to provide the requested information. Mr. Mix stated that American Transparency has the right to appeal our denial to the hearing officer; however, he is unsure if they would proceed with these actions. Mr. Mix stated that this request can be made legally by any United States citizen, which Mr. Mix indicated this company was a registered corporation in the state of Illinois. The Board discussed this matter and completed a roll call vote for a decision. **Mr. Galbraith moved, seconded by Mr. McMurtrie to provide American Transparency with an electronic copy of employee records for the 2015 fiscal year as requested.** 5 ayes, 4 nays. **The motion carried.**

Joseph Galbaith – Yes
Gregg Heny – No
Daniel Hoffman – No
William Hughes - No

Dennis McDowell – Yes
Chris McMurtrie – Yes
Timothy Miller - Yes
Ted Onufrak - Yes

Dondi Smeltzer - No

APPROVAL OF PAYMENTS:

Approval of Requisitions:

Revenue Fund Requisition 2012-89 – Mr. T. Miller asked if there were any questions regarding the presentation of Revenue Fund Requisition #2012-89. **Mr. McDowell moved, seconded by Mr. Hoffman to approve Revenue Requisition 2012-89 payable to SBWJA in the amount of \$614,316.91.** 9 ayes, 0 nays. **The motion carried.** Mr. Galbraith asked if the Authority was up to date on the quarterly bills with Bellefonte Borough. Mr. W. Miller indicated the current treatment bill from Bellefonte Borough was for the third quarter of 2016 and would be the last bill for this fiscal year. Mrs. Gill indicated she had no discrepancies with the Capital Improvements and is still waiting for clarifications with some O & M costs.

GUESTS: There were no Guests present for the meeting.

EXECUTIVE DIRECTOR'S REPORT:

2015 F-350 Repairs – Mr. W. Miller indicated the 2015 Ford F-350 truck was sent to Lake Ford in Lewistown for repairs due to the reoccurring check engine light. The maintenance department at Lake Ford determined the issue was a Diesel Exhaust Fluid (DEF) injector nozzle that was causing the sensor to continue to burn out. Mr. W. Miller stated that State College Ford only replaced the sensors; therefore, the DEF injector continued to burn out the sensors when they were replaced. It was noted that the 2012 and 2013 Ford F-350 trucks are currently having the same issues and are at Lake Ford for repairs. The work being completed on the vehicles have been covered under warranty. Mr. W. Miller indicated he inquired about the Authority being reimbursed \$467.25 for previous work that was completed on the 2015 truck; however, no reimbursement can be issued due to the Authority authorizing this work be completed.

Pump Station #7 Upgrades – Mr. W. Miller informed the Board that the looks of Pump Station #7 are about to change if anyone was interested in seeing this project. HRI is ready to lay the block wall; therefore, the building should be constructed by the end of this week. It was also noted that the new wet well has been poured and backfilled.

Mr. W. Miller indicated the Authority will monitor the water and electric bills for pump station #7 due to increased utility costs associated with the project, which HRI will be financially responsible for.

The Board was informed that the project inspector, Larry Lingenfelter, from Gwin Dobson & Foreman passed away a few weeks ago. Mr. Johnson stated that several employees from his firm will continue to inspect the work being completed at the pump station due to Mr. Lingenfelter's death.

Mr. Johnson stated that he believes the construction process has been going well. The only outstanding issue at this time is calculating the installation of a new garage door track.

Meeting Schedule – Mr. W. Miller reminded everyone that the second meeting in November is scheduled for Wednesday, November 30, 2016 due to deer season. Mr. Hoffman stated that he would not be able to attend this meeting.

Opening of Public Funds Money Market Account at First National Bank – Mr. W. Miller and Mrs. Gill recently established a new bank account with First National Bank on behalf of Benner Township Water Authority. It was noted that First National Bank's Public Funds Money Market account is paying .55% interest, which is higher than our current rate with Jersey Shore State Bank. There are no monthly fees associated with this account and the bank will allow six (6) transactions per month at no cost. Mr. W. Miller recommends SBWJA open a Money Market account with First National Bank. Mr. W. Miller stated that we can obtain a higher interest rate with a PLIGIT CD; however, the Authority would encumber the money for an entire year and with a Money Market account it would stay liquid. Mrs. Gill stated that she will need to obtain copies of driver's licenses, execute a signature card and approve a resolution during a meeting if the Board decides to open an account. Mr. Onufrak asked how much would be transferred to this new account. Mr. W. Miller indicated that he was planning on transferring approximately \$200,000.00 to \$300,000.00 to this Money Market account. The Board discussed this matter and feels that it would be appropriate to establish a new account.

SR 144 Project – The Authority has submitted the request for reimbursement to the Commonwealth for the SR 144 Project. The total cost of the project was \$39,776.41; therefore, the Commonwealth will be reimbursing the Authority \$19,888.21. Mr. W. Miller indicated that New Enterprise initially covered our manholes with asphalt; however, they returned to the job site and cleaned off the manhole lids. Overall Mr. W. Miller was pleased with New Enterprise's resurfacing of SR 144.

Bellefonte Borough Act 537 Special Study – Mr. W. Miller asked if Mr. McDowell and Mr. Onufrak attended the Walker Township Board of Supervisors meeting in November to discuss Bellefonte Borough's Act 537 Special Study. It was noted in the October 5, 2016 Walker Township Board of Supervisors meeting minutes that Tom Randis from PA DEP requested that Walker Township authorize SBWJA to become their agent to oversee their position on the BioMag upgrades; however, the Supervisors tabled the decision. Mr. Onufrak stated that they have not received any information regarding this matter.

Nittany Valley Joint Planning Commission – Mr. T. Miller sent out an email to the Board members asking if anyone could attend the Nittany Valley Joint Planning Commission meeting on 11/17/2016 at 6:00 P.M. at the Benner Township Building. Mr. W. Miller believes that this meeting would not be beneficial to attend because he does not believe the Shiloh Road issue will be discussed. Mr. W. Miller feels that it would be more constructive to attend a Benner Township Supervisor's meeting to express our concerns with their decision regarding the Shiloh Road area. The Board discussed attending the Nittany Valley Joint Planning Commission meeting; however, there were no Board members available that evening.

SOLICITOR'S REPORT: Mr. Mix had nothing to discuss.

ENGINEER'S REPORT: Mr. Johnson had nothing further to discuss.

OLD BUSINESS: There was no Old Business presented for discussion.

NEW BUSINESS:

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.**

2017 Tentative Budget – Mr. T. Miller referenced the 2017 Tentative Budget that was provided for the Board's review. Mr. T. Miller asked how the Authority has planned to pay for Bellefonte Borough's project. Mr. W. Miller indicated these payments will be made through the Authority's System Reserve Fund.

Mrs. Gill took a moment to explain the Budget vs. Actual for 2016. Mrs. Gill indicated the Authority's 2016 Budget proposed using \$672,900.00 of System Reserves to pay for the Bellefonte Borough Capital Project, Pump Station #7 Upgrades and to purchase a new dump truck; however, she projects the Authority will not need to use System Reserves due to the income generated in 2016. Mrs. Gill also added that she anticipates a net income of approximately \$200,000.00 for 2016.

Mr. T. Miller asked how the Authority intends on handling the proposed Capital Expenditure of \$1,000,000.00 for expense account #87312-Bellefonte Borough Plant/System. Mr. W. Miller stated that the budgeted amount for 2017 Capital Improvements will use an estimated \$895,000.00 of System Reserves and the remaining \$400,000.00 + will be from generated net income in 2017.

Mr. T. Miller stated that the 2017 Tentative Budget shows an income increase of 8.5% along with an 8.5% expense increase.

#75001-Bellefonte Treatment – Mr. Smeltzer questioned the amount budgeted for Bellefonte Treatment due to the amount incurred to date for 2016. Mrs. Gill informed Mr. Smeltzer the amount incurred to date for 2016 represents the four (4) quarterly invoices; therefore, the amount expended in 2016 will not change for the remainder of the year.

#66001-Health Insurance – Mr. Smeltzer commented on the Health Insurance because he thought that our premiums decreased, but he then remember that it was the previous year that the premiums decreased. Mr. W. Miller indicated the premiums increased by 11%, which he feels is not too bad considering the national average was over 23%.

There was general discussion and questions with the tentative budget. With no further questions regarding the 2017 Tentative Budget, **Mr. Galbraith moved, seconded by Mr. Hoffman to approve the 2017 Tentative Budget as presented.** 9 ayes, 0 nays. **The motion carried.**

COMMITTEE REPORTS:

Personnel & Community Relations Committee – Mr. Hoffman had nothing to report.

Facilities Committee: Mr. Hughes had nothing to report.

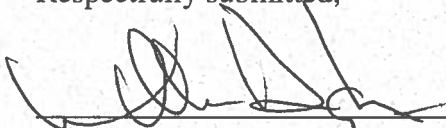
Financial Committee: Mr. Onufrak indicated he had information to discuss during an Executive Session pertaining to personnel matters.

EXECUTIVE SESSION – Mr. T. Miller recessed the Board for an Executive Session at 7:55 p.m. to discuss personnel issues. The meeting reconvened at 8:21 p.m.

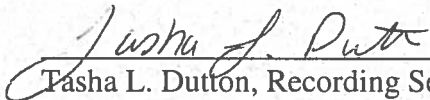
ADJOURNMENT:

Mr. Onufrak moved, seconded by Mr. Hughes to adjourn the meeting at 8:21 p.m. 9 ayes, 0 nays. The motion carried.

Respectfully submitted,



William Hughes, Secretary



Tasha L. Dutton, Recording Secretary

CC: Benner Township _____
Spring Township _____
Walker Township _____