

# SPRING-BENNER-WALKER JOINT AUTHORITY

## REGULAR MEETING

November 23, 2015

### ATTENDANCE:

**AUTHORITY MEMBERS:**

<b>Spring</b>	Joseph Galbraith Gregg Heny
<b>Benner</b>	Dan Hoffman William Hughes Timothy Miller
<b>Walker</b>	Dennis McDowell Ted Onufrak

**GUESTS:** None present

**EXECUTIVE DIRECTOR:** N. Warren Miller

**EMPLOYEES:** Kelly Gill

### CALL TO ORDER:

The November 23, 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 seven members present. 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. 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 November 9, 2015 meeting minutes as presented. **Mr. Galbraith moved, seconded by Mr. Hoffman to approve the Minutes of the November 9, 2015 Regular Meeting as presented.** 7 ayes, 0 nays, 2 absent. **The motion carried.**

**CORRESPONDENCE:** There was no Correspondence presented for discussion.

**FINANCIAL REPORTS:**

Treasurer's Report: Mr. Onufrak reviewed the financial reports for the period ending 10/31/2015. Mr. T. Miller asked if there were any questions regarding the Treasurer's Report or any comments by the Authority staff. Mrs. Gill reminded the Board that when preparing the 2015 budget, the Authority used reserves to balance the budget due to the capital improvements planned for the year. In a recent review of the financial reports, Mrs. Gill indicated that she believes the Authority will not need to use reserves to cover the capital improvements for the 2015 calendar year. **Mr. Galbraith moved, seconded by Mr. Henry to approve the Treasurer's Report as presented.** 7 ayes, 0 nays, 2 absent. **The motion carried.**

**APPROVAL OF PAYMENTS:**

Approval of Requisitions:

**Revenue Fund Requisition 2012-67** – Mr. Onufrak presented the Board with Revenue Requisition 2012-67. Mr. T. Miller asked if there were any questions regarding the presentation of Revenue Fund Requisition #2012-67. **Mr. Hughes moved, seconded by Mr. McDowell to approve Revenue Requisition 2012-67 payable to SBWJA in the amount of \$45,205.38.** 7 ayes, 0 nays, 2 absent. **The motion carried.**

**GUESTS:** There were no Guests present for the meeting.

## EXECUTIVE DIRECTOR'S REPORT:

**Buffalo Run Right-of-Way** – Mr. W. Miller informed the Board that the Authority personnel has been clearing the Buffalo Run Right-of-Way (ROW) for the past two months, which spans from University Park Airport/Continental Courts to Coleville. The maintenance crew has worked their way to just outside of the Coleville area. The Authority personnel has also cleaned and jetted the entire Buffalo Run drainage basin along the way, which includes the University Park Airport, Valley View area and areas surrounding Buffalo Run along SR 550.

There are a total of three (3) railroad bridges along the Buffalo Run ROW. At this time the Authority is only able to cross one (1) of the bridges because the other two consist of only I-beams. Tom Hartle has allowed our Authority to build a roadway to get around the two upper bridges, but the lower bridge by Pat Burns' junkyard, outside of Coleville, is inaccessible.

Mr. W. Miller indicated that he has located  $\frac{3}{4}$ " thick sheets of steel at the LetterKenny U.S. Army Depot and would like to have the steel welded onto the railroad I-beams to provide us with access across the lower bridge. It's often difficult accessing the ROW through the junkyard and this will allow access from Lower Gyp Road. Mr. W. Miller stated he can obtain ten (10) sheets of steel for \$750.00 and intends on picking it up on November 24, 2015.

**Rockview Pumps** – Mr. W. Miller stated the Maintenance Repair expense account for 2015 has monies remaining and he would like to purchase new Gorman Rupp pumps for the Rockview Pump Station. The existing pumps are the originals from 1996 and are in need of replacement, with over one million hours on them. There are a total of six pumps, but one was replaced last year when it failed. Mr. W. Miller is recommending the purchase of five (5) Gorman Rupp pumps at a cost of \$5,000 each. Mr. Galbraith asked if there would be a trade in value for the existing pumps and Mr. W. Miller stated no, they would be sold for scrap. The Authority will be able to interchange the rotator assembly and wear plates, but that would be the only part that could be used. **Mr. McDowell moved, seconded by Mr. Hughes to replace the five (5) pumps at the Rockview pump station with new Gorman Rupp pumps at an approximate cost of \$5,000 per pump.** 7 ayes, 0 nays, 2 absent. **The motion carried.** Mr. Galbraith asked if the Commonwealth will be responsible for any of the costs associated with the pumps and Mr. W. Miller stated yes, they will pay their proportionate share based on flow for this past quarter.

**SCI Rockview/SCI Benner High Flows** – Mr. McDowell asked if it was ever determined what was causing the high flows to the Rockview Pump station from SCI Rockview/SCI Benner in October 2015. Mr. W. Miller stated that he was recently informed that a leak within SCI Rockview has since been repaired.

**OLD BUSINESS:**

**Employee Personnel Handbook:**

**Boot Allowance** – Mr. W. Miller indicated that he misspoke at a previous meeting when asked if the maintenance department was acceptable with the annual boot allowance of \$100.00. A personnel meeting was held last week and the maintenance department asked if the annual boot allowance could be increased to \$150.00 because of a pair of boots only lasting one year and the cost exceeding the annual reimbursement amount. Mr. W. Miller asked the Board to consider increasing the annual boot allowance to \$150.00 and the Board agreed. The changes will be reflected within Page 30, Section E-13 (Boot Allowance) of the handbook.

**Outstanding Items** – Mr. W. Miller referenced four pages that were provided to the Authority Board which required additional review/discussion from previous meetings.

**Page 15 (Section C-6- Status During Promotional Probationary Period)** – During a previous meeting discussion was held regarding modifying this section so that an employee who is promoted, but has an unsatisfactory performance evaluation, will no longer be guaranteed to return to their previous position. Mr. W. Miller indicated he prepared language based on the Board's recommendation and asked the Board to review the revisions. After a lengthy discussion, Mr. T. Miller polled the Board to determine the language for this section. The Board agreed to modify this section to read as: *During a promotional probationary period, the promoted probationary employee shall retain his/her status as a permanent employee. If a promoted employee does not perform as required and receives an unsatisfactory performance evaluation the employee's position with the Authority will be terminated.*

**Page 20 (Section 1.6- Overtime Compensation & Compensatory Time Off)** – After reviewing section (A) Employees Paid by the Hour (Non-Exempt), Mr. W. Miller indicated he rearranged the sentences for the paragraph to flow better and added the wording "if requested" for any employee wanting to receive compensatory time off for overtime.

Mr. W. Miller also indicated he modified the second paragraph of Section 1.6 (A) by adding the last sentence which reads as: *No more than 40 hours of compensatory time may be held in abeyance.* Mr. W. Miller asked for further clarification from the Board as to their wishes pertaining to compensatory time off especially since several employees have compensatory time off built up and are asking about carryover of time.

The Board indicated they did not feel it was necessary to add the sentence regarding no more than 40 hours of compensatory time may be held in abeyance because the last sentence of the paragraph already indicated that 40 hours maximum can be accumulated and/or used per calendar year. The Board stated that compensatory time can be carried over into the 2016 calendar year because the revisions to the Employee Personnel Handbook will not take effect until January 1, 2016; however, no carryover of compensatory time will be permitted for 2017 or thereafter. Any compensatory time on the books as of January 1<sup>st</sup> the following year, will be paid out to the employee with his/her first paycheck in January. The Board asked Mr. W. Miller to prepare language to incorporate into this section which states there will be no carryover of compensatory time.

**Page 22 (1.5) Vacation Carry Over** – As requested during a previous meeting Mr. W. Miller prepared a “cash out” policy for an employee’s vacation leave. The section will read as: *Unused annual vacation leave may be carried over from one calendar year to the next. Employees may carryover equivalent to the employee’s annual leave to the next year with 25 days (200 hours) at a maximum. Prior to February 1 of each year an employee with accrued vacation time of more than 15 days (120 hours) may elect to be paid for part or all of the employee’s accrued vacation time in excess of the accrued 15 days (120 hours). Employees that will accrue more than 25 days of vacation time must use the excess days prior to their anniversary date or the excess days will be forfeited.* The Board was acceptable to the language prepared by Mr. W. Miller.

**Page 30 (Section E-11- Holidays (11.2))- Eligibility for Paid Holidays** – This section currently states only permanent full-time employees shall be eligible for paid holidays. Mr. W. Miller stated that it has been a practice of this Authority to pay probationary employees for paid holidays; therefore, he added the wording *including those on probationary status*. The Board agreed with Mr. W. Miller’s changes.

**Page 30 (Section E-12 –Personal Days (12.2)) – Personal Day Accrual** – Mr. W. Miller informed the Board that previously an employee was not permitted to carry over personal days to the following year, but due to the accrual of paid time off, he is recommending modifying the language to allow for the carrying over of one personal day beyond the current year. Mr. Onufrak suggested the Authority consider paying the employees for any personal days in excess of one upon renewal, in which the Board agreed. Mr. W. Miller will incorporate language into this section to reflect the discussed changes.

**Page 30 (Section E-13 – Boot Allowance (13.2)) – General** – As discussed earlier in the meeting the annual Boot Allowance will be increased up to \$150.00 per year for reimbursement.

**Continuation of Coverage Upon Retirement** – Mr. Mix has reviewed the Affordable Care Act and has provided his opinion that our Authority can continue to allow an employee who has retired to remain on our health insurance plan as stated within the Employee Personnel Handbook.

**Continuation of Health Coverage** – Mr. W. Miller indicated Mr. Mix is still reviewing the laws pertaining to requiring an employee to pay a percentage of his/her health insurance coverage while off work for an extended period of time and how it relates to COBRA.

**Approval of the Revised Employee Personnel Handbook** - Mr. T. Miller indicated there is one meeting remaining this calendar year and asked if the handbook would be ready for final approval at the December meeting. Mr. W. Miller and Mrs. Gill stated they believe everything will be in order and each Board member will be provided with a “clean” copy for approval at the next meeting.

**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.

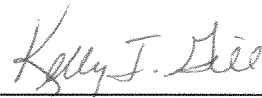
**Finance Committee:** Mr. Onufrak had nothing to report.


**ADJOURNMENT:**

**Mr. Hoffman moved, seconded by Mr. Hughes to adjourn the meeting at 8:08 p.m. 7 ayes, 0 nays, 2 absent. The motion carried.**

Respectfully submitted,

  
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William Hughes, Secretary

  
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Kelly J. Gill, Recording Secretary

CC: Benner Township \_\_\_\_\_  
Spring Township \_\_\_\_\_  
Walker Township \_\_\_\_\_  12/15/15  
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