

SPRING-BENNER-WALKER JOINT AUTHORITY

REGULAR MEETING

November 28, 2018

ATTENDANCE:

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

GUESTS: None present

EXECUTIVE DIRECTOR: N. Warren Miller

EMPLOYEES: Kelly Gill

CALL TO ORDER:

The November 28, 2018, Regular Meeting of the Spring-Benner-Walker Joint Authority was called to order at 7:00 P.M. by Dennis McDowell, Chairman. Mr. McDowell 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. McDowell, 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. McDowell, Chairman, led the Board members and Employees in the Pledge of Allegiance.

APPROVAL OF MEETING MINUTES:

Mr. McDowell asked the Board if there were any questions and/or changes to the November 13, 2018 meeting minutes as presented. **Mr. Galbraith moved, seconded by Mr. Swanderski to approve the Minutes of the November 13, 2018 Regular Meeting as presented. 9 ayes, 0 nays. The motion carried.**

CORRESPONDENCE:

Keller Engineers, Inc. - We received an email from Michael MacNamara of Keller Engineers requesting a letter of intent to provide sewer service for EcoLawn located at Lot 23 in the Penn Eagle Industrial Park within Spring Township. Mr. MacNamara will be provided with a letter of intent for 2.48 EDUs for the project.

Gregory A. Shufran Professional Surveyor – We received a letter from Gregory A. Shufran Professional Land Surveyor requesting a letter of intent to provide additional sewer service for the Old Farmhouse Eatery located at 226 Nittany Valley Drive, Walker Township. A letter of intent for sewer service to the Brewery will be provided once additional information has been provided to the Authority regarding projected flows.

Thank You – Mr. McDowell read a thank you card forwarded by our employee, Chris Ranio, and his spouse, Michelle, for the food platter given by the Authority for their grandfather's death.

FINANCIAL REPORTS:

Treasurer's Report: Mr. Heny reviewed the financial reports for the period ending 10/31/2018. Mr. McDowell asked if there were any questions regarding the Treasurer's Report or any comments by the Authority staff. **Mr. Galbraith moved, seconded by Mr. McMurtrie to approve the Treasurer's Report as presented. 9 ayes, 0 nays. The motion carried.**

APPROVAL OF PAYMENTS:

Approval of Requisitions:

Revenue Fund Requisition 2012-136 – Mr. Heny presented the Board with Revenue Requisition #2012-136 in the amount of \$51,205.49. Mr. McDowell asked if there were any questions regarding the presentation of Revenue Fund Requisition 2012-136. **Mr. Hoffman moved, seconded by Mr. Hughes to approve Revenue Requisition 2012-136 payable to SBWJA in the amount of \$51,205.49. 9 ayes, 0 nays. The motion carried.**

GUESTS: There were no Guests present.

EXECUTIVE DIRECTOR'S REPORT:

Shiloh Road - Mr. W. Miller informed the Board that his attendance was requested at a meeting on November 21, 2018 with a future Developer of a portion of the Shiloh Road area within Benner Township. The future Developer has also recently met with representatives of the University Area Joint Authority (UAJA) to look at their options for public sewer service to this area.

The future Developer has indicated they are currently looking into the two options provided by our Authority for sewer service to this property. One option would consist of the Developer taking on the financial responsibility of extending sewer to the Shiloh Road area, which would entitle them to reimbursement through Act 57 for any connections to this portion of the extension. The other option would consist of our Authority completing the entire project, which would result in the implementation of a Special District Tap Fee to recoup monies.

Mr. W. Miller sent a letter to the Benner Township Supervisors and the PA Department of Environmental Protection (PA DEP) requesting a joint meeting be held by mid-December to discuss the preliminary design planning of the Shiloh Road area as identified in Benner Township's Act 537 Sewage Facilities Plan. Mr. W. Miller reminded the Board that approximately 75 homes within the Walnut Grove development and the Big Hollow area would be added through this project with 27% of them having suspected or potential failures due to their on-lot systems being constructed prior to 1972. This project would complete Benner Township's Act 537 Sewage Facilities Plan, which was approved in 2003.

Mr. W. Miller indicated he would like the support of this Authority Board to move forward with extending sewer service to the Shiloh Road area within Benner Township. **Mr. Hughes moved, seconded by Mr. Swanderski to move forward with providing sewer service to the Shiloh Road/Walnut Grove Area. Mr. McDowell requested Mr. Hughes take a Roll Call Vote:**

**Joseph Galbraith – Aye
Gregg Heny – Aye
Dan Hoffman – Aye
William Hughes – Aye
Dennis McDowell – Aye**

**Chris McMurtrie - Aye
Timothy Miller - Aye
Dondi Smeltzer - Aye
Joseph Swanderski - Aye**

9 ayes, 0 nays. The motion passed unanimously.

Several Board members expressed an interest in attending the meeting with the Benner Township Supervisors and the PA DEP. Mrs. Gill will check with Mr. Mix regarding the Sunshine Law and the advertising requirements due to this being considered a work session. Once a date is established, the Board members will be notified to determine who may attend.

2019 Budget – Mr. W. Miller asked the Board if there were any questions about the 2019 tentative budget. Mr. Swanderski indicated he asked Mrs. Gill prior to the meeting about whether or not the recommendations for Capital Improvements listed in the last Board packet were included in the 2019 budget, which she confirmed they were.

Mr. T. Miller asked if the Maintenance Supervisor position was still included within the budget and Mr. W. Miller stated yes it is. Mr. T. Miller then asked if the Authority wanted to keep it in the budget. Mr. T. Miller indicated it was his understanding that our Authority hired an extra Maintenance Laborer instead of a Maintenance Supervisor. Mr. Heny stated he believes it should remain in the budget.

Mr. McDowell asked what the plans were for the construction of an employee lunch room. Mrs. Gill stated that currently the staff eats their lunch in the Board room, which lacks privacy and gives full access to the public when stopping by to pay their bills. Mrs. Gill stated the kitchenette would be built at the rear of the office building towards the back shop. Several Board members suggested making the kitchenette large enough to accommodate all employees and future growth. Mr. W. Miller stated he was considering a 12' extension out, with maintaining the width of the existing building.

OLD BUSINESS:

Christmas Party – Mr. Heny inquired about the status of the Township Supervisors attendance at the Authority's Christmas Party. Mrs. Gill stated that the Walker Township Supervisors indicated they will not be in attendance. Mr. Heny stated that Frank Royer, Spring Township Supervisor, is planning to attend. The deadline for RSVP was today. Mrs. Dutton will be sending a follow-up email to the Townships tomorrow.

NEW BUSINESS:

Stonehenge Phase 7 Sewer Extension Agreement (21 EDUs) – Mr. W. Miller indicated the developer for Stonehenge Phase 7 will be ready in the Spring to proceed with a mainline extension and has submitted a Sewer Extension Agreement. **Mr. Heny moved, seconded by Mr. Hoffman to approve the Sewer Extension Agreement for Stonehenge Subdivision Phase 7 in the amount of 21 EDUs. 9 ayes, 0 nays. The motion carried.**

Employee Gift Certificates - Mr. McDowell indicated that in past years the Authority has provided the employees with gift certificates at a local grocery store for the Christmas Holiday. **Mr. Heny moved, seconded by Mr. Hughes 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.**

COMMITTEE REPORTS:

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

Facilities Committee: Mr. Hughes had nothing to report.

Financial Committee: Mr. Heny had nothing to report.

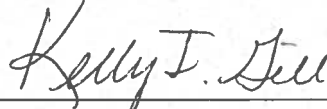
ADJOURNMENT:

Mr. Heny moved, seconded by Mr. Galbraith to adjourn the meeting at 7:50 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 _____