

SPRING-BENNER-WALKER JOINT AUTHORITY

REGULAR MEETING

November 29, 2017

ATTENDANCE:

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

GUESTS: None present

EMPLOYEES: Kelly Gill

CALL TO ORDER:

The November 29, 2017, Regular Meeting of the Spring-Benner-Walker Joint Authority was called to order at 7:00 P.M. by Dennis McDowell, Vice-Chairman. Mr. McDowell thanked everyone for attending and stated that the meeting would be recorded for transcription.

ROLL CALL:

Dondi Smeltzer, Assistant Secretary, took Roll Call, recording seven members present. Mr. T. Miller was absent and Mr. Hughes entered the meeting at 7:03 p.m. Mr. McDowell, Vice-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, Vice-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, 2017 meeting minutes as presented. **Mr. Galbraith moved, seconded by Mr. McMurtrie to approve the Minutes of the November 13, 2017 Regular Meeting as presented. 7 ayes, 0 nays, 2 absent. The motion carried.**

CORRESPONDENCE:

Kerry A. Uhler & Associates – We received an email from Dean Fishel of Kerry Uhler & Associates requesting a confirmation that our Authority maintains our intent to serve the John Sheckler Estate subdivision and to make a special note to the two (2) EDUs considered in the current subdivision plan. This special request is due to the developer facing an obstacle when attempting to obtain an Erosion Control Plan.

Mr. W. Miller provided Mr. Fishel with the requested letter of intent to serve on November 17, 2017.

Ella Lee Trulick – We received a letter from Ella Lee Trulick at 161 Stover Road indicating her displeasure with our letter we sent regarding her sump pump violation that was noted during her in-home inspection on October 26, 2017. Mrs. Trulick indicated it made her feel like a criminal and suggested we tone down our letters to our customers.

Within a few days of receiving the letter from Mrs. Trulick, Mr. W. Miller visited her property to discuss our in-home inspection process and the reasoning behind the correspondence issued by our Authority.

FINANCIAL REPORTS:

Treasurer's Report: Mr. Onufrak reviewed the financial reports for the period ending 10/31/2017. Mr. McDowell asked if there were any questions regarding the Treasurer's Report or any comments by the Authority staff. **Mr. Smeltzer moved, seconded by Mr. Hoffman to approve the Treasurer's Report as presented. 7 ayes, 0 nays, 2 absent. The motion carried.**

Mr. Hughes entered the meeting at 7:03 p.m.

APPROVAL OF PAYMENTS:

Approval of Requisitions:

Revenue Fund Requisition 2012-113 – Mr. Onufrak presented the Board with Revenue Requisition 2012-113. Mr. McDowell asked if there were any questions regarding the presentation of Revenue Fund Requisition #2012-113. **Mr. Heny moved, seconded by Mr. McMurtrie to approve Revenue Requisition 2012-113 payable to SBWJA in the amount of \$36,891.67.** 8 ayes, 0 nays, 1 absent. **The motion carried.**

Mr. Onufrak referenced the payment to Poorman's Overhead Door for the garage door repair and suggested the Authority may want to consider contacting Overhead Door of Altoona for price comparisons. Mr. Onufrak stated that the Centre County Recycling & Refuse Authority previously used Poorman's for their repairs; however, they found Overhead Door to be more reasonably priced. Overhead Door also offers an annual maintenance plan which includes the inspection of all garage doors at a low price.

Mr. Hughes provided a contact name and number from Overhead Door and indicated that Extreme Custom Cycles has used their services for years and is very pleased with their work.

GUESTS: There were no Guests present.

EXECUTIVE DIRECTOR'S REPORT:

Due to Mr. W. Miller's absence from the meeting, Mrs. Gill reviewed the Executive Director's Report.

Pennsylvania Municipal Authorities Association's (PMAA) Salary Survey – Every three years the PMAA completes a salary and benefit survey throughout the Commonwealth and any Authority that participates receives a copy of the results at no cost. Non-participants are charged a fee of \$100.00 if they wish to receive a copy of the results. The survey is broken down into two categories—Authorities with 15 or fewer employees and Authorities with 16 or more employees.

Mrs. Gill informed the Board that our Authority participates in the survey and the results were included within the Board packet for review, at Mr. Onufrak's request. Our Authority typically only receives a copy of the results for 15 or fewer employees; however, this year we were able to obtain a copy of the results for the Authorities with 16 or more employees.

HR Office Contract – Mrs. Gill informed the Board that the contract with the HR Office was finalized on November 21, 2017. The performance guarantee remains at 90 days; however, Mr. Mix's recommended language was incorporated within the contract. The HR Office has already been provided with the job description, employee benefits and pay range for the Maintenance Supervisor position.

OLD BUSINESS:

2018 Tentative Budget – The Board was provided with a revised 2018 budget with all revisions highlighted. Mrs. Gill provided an overview of the following:

#65101-Hourly/Salary Wages- Following the last Board meeting it was determined that the Hourly/Salary Wages needed increased to reflect the 2.3% cost of living adjustment (COLA) that was approved for all employees, the salary for the Maintenance Supervisor position and the maintenance intern possibly going to a full-time status in 2018.

Prior to the meeting, Mrs. Gill was asked by Mr. Onufrak and Mr. Hoffman to complete some calculations for a longevity incentive plus merit for 2018 and those numbers were also reflected in the total revised Hourly/Salary Wages of \$680,000 for 2018.

#65301-Payroll Taxes – Increased to \$68,000 due to the increase in wages.

#66001-Health Insurance – Increased to \$220,000 to include family coverage for the Maintenance Supervisor position.

#67001- Retirement – Increased to \$55,000 due to increase in wages.

#79601- Contracted Services- Increased to \$115,000 to include the contract with the HR Office for the recruitment of a Maintenance Supervisor, the contract with Rettew for the Rate Study, the Zion Road manhole rehabilitation and Hughes Street Sewer Extension project.

#52501- System Reserve Income Deposit – Increased to \$1,872,300 to reflect the use of cash reserves to balance the 2018 budget, which is due to the upgrades to Bellefonte Borough's Wastewater Treatment Plant.

Mr. McDowell referenced expense account #87312 – Bellefonte Borough Plant/System in the amount of \$3,000,000 and asked if this included both the operational and maintenance (O&M) costs plus capital. Mrs. Gill stated no, this account strictly represents the upgrades to Bellefonte Borough's Wastewater Treatment Plant. The O&M costs to Bellefonte Borough are reflected within account #75001- Bellefonte Treatment in the amount of \$1,400,000. Mr. McDowell then asked where SCI Rockview/SCI Benner's portion of the capital costs to Bellefonte Borough would be reflected within the budget. Mrs. Gill stated that all income received from SCI Rockview/SCI Benner is referenced within account #51201- Rockview Usage & Treatment and in 2018 our Authority anticipates receiving \$2,300,000.

Mrs. Gill stated that she reviewed Bellefonte Borough's Sewer Fund Budget for 2018 and the Borough anticipates receiving \$2,877,000 from our Authority for Capital Improvements and \$1,196,390 in O&M costs for 2018.

NEW BUSINESS: There was no New Business presented for discussion.

COMMITTEE REPORTS:

Personnel & Community Relations Committee:

Longevity Incentives - Mr. Hoffman indicated that he is still working on longevity incentives with Mr. Onufrak. Once the numbers are finalized, they will make a presentation to the Board for a final decision.

Executive Director Evaluation – Mr. McDowell indicated he received a copy of the Executive Director’s evaluation from Mr. T. Miller. He would like to schedule a meeting with Mr. W. Miller and Mr. Hoffman to discuss the evaluation.

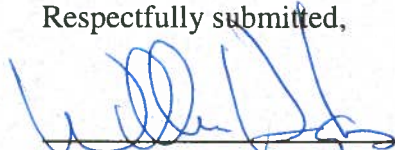
Facilities Committee: Mr. Hughes had nothing to report.

Financial Committee: Mr. Onufrak had nothing to report.

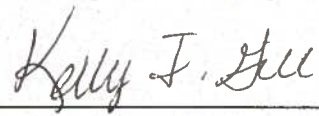
ADJOURNMENT:

Mr. McMurtrie moved, seconded by Mr. Smeltzer to adjourn the meeting at 7:20 p.m. 8 ayes, 0 nays, 1 absent. The motion carried.

Respectfully submitted,



William Hughes, Secretary



Kelly J. Gill, Recording Secretary

CC: Benner Township _____
Spring Township _____
Walker Township _____