

SPRING-BENNER-WALKER JOINT AUTHORITY

REGULAR MEETING

October 9, 2017

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 Present

EXECUTIVE DIRECTOR: N. Warren Miller

EMPLOYEES: Tasha Dutton and Kelly Gill

CALL TO ORDER:

The October 9, 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 eight members present. Mr. Onufrak entered the meeting at 7:01 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.

Mr. Onufrak entered the meeting at 7:01 P.M.

APPROVAL OF MEETING MINUTES:

Mr. T. Miller asked the Board if there were any questions and/or changes to the September 25, 2017 meeting minutes as presented. Mr. T. Miller took a moment to comment on the section of the minutes discussing the SBWJA Rate Study. Mr. T. Miller stated that the minutes made it sound like he wasn't really interested in Mr. Onufrak's concerns regarding what the Authority should be charging when we use our equipment or employees to assist others; however, he is interested in Mr. Onufrak's concerns. Mr. T. Miller stated that he felt the study needed to include all rates, not just one thing. Mr. T. Miller indicated the September 25, 2017 meeting minutes did not need to be changed that he just wanted to clarify his position on the matter. **Mr. Galbraith moved, seconded by Mr. Heny to approve the Minutes of the September 25, 2017 Regular Meeting as presented.** 9 ayes, 0 nays. **The motion carried.**

CORRESPONDENCE:

Moody's Investors Service - The Authority received an email and draft report from Vladimir Puchek of Moody's Investors Service on October 2, 2017. Mr. Puchek indicated that if any factual inaccuracies exist within the report, please notify him by October 5, 2017; otherwise the report will be published on Moody's website. Mr. W. Miller indicated that he was unsure why our Authority was selected by Moody's Investor services for this report; however, he thought it may be due to our refinancing of the bonds occurring 5 years ago. Moody's provided us with an overview of our financial ratings in their opinion. Mr. McDowell stated that this report is a plus for the Board and SBWJA employees.

Pleasant Hills Homeowners Association – Mr. T. Miller stated that he received one piece of correspondence; however, he would like to provide everyone with information before he reads it aloud. Mr. T. Miller indicated some of the biggest disappointments he has had as a Board Chairman for this Authority are as follows:

- 1.) Not easy to retain employees. At times he felt that our compensation package needed some type of built in levels for longevity, quality of work and work ethic. Mr. T. Miller stated that he believes the Board is working toward this improvement. Mr. Hoffman indicated the Personnel & Community Relations Committee has scheduled a meeting for October 16, 2017 to discuss employee incentives.
- 2.) When Mr. T. Miller entered into the Chairman position five years ago, he attempted to set up goals for our Authority; however, he felt there was not a lot of interest in the goal sessions. Mr. T. Miller indicated he had backed-off of this matter due to lack of interest.
- 3.) Mr. T. Miller then stated that he was not sure why the relations between Bellefonte Borough and our incorporating municipalities just can't be improved. Mr. T. Miller thinks that our Authority needs to do a better job of getting along with our communities.

Mr. T. Miller stated he tried to find some type of cooperation with Bellefonte Borough and did not succeed. He also noted the Authority tried to provide the Townships with assistance in their Septage Management Plan and were declined.

Mr. T. Miller indicated that he decided to attend the Spring Township Supervisor's meeting on October 2, 2017 due to our recent challenge with Spring Township Water Authority (STWA). Mr. T. Miller stated he offered his hopes to the Supervisors that we can work better together, admitting there was confusion in the beginning regarding the STWA and how they are related to Spring Township. It was noted that it was not clear who should have been approached regarding STWA's request for help with their water system.

The Pleasant Hills Homeowners Association (HOA) also attended the October 2, 2017 meeting and at that time asked Mr. T. Miller if SBWJA could assist them in cleaning out a 42" drainage pipe that is filled with grit. Mr. T. Miller requested the HOA send a written request regarding this matter and stated that charges may apply.

The Pleasant Hills HOA requested Spring Township provide Mr. T. Miller with a letter requesting SBWJA assist them in the cleaning out 30 years worth of grit from their 42" drainage pipe.

Mr. W. Miller indicated that he spoke with the Pleasant Hills HOA's Vice-President, Judy Orr, in early August regarding this matter. Ms. Orr indicated that Mr. MacMath instructed her to contact us because we were responsible for this drainage pipe. Mr. W. Miller explained to Ms. Orr that we are not responsible for storm water piping and that this is typically the Township's responsibility. Mr. Johnson then indicated it is normally the responsibility of the Township to maintain the storm water drains. The Spring Township Foreman, Gary Royer, stopped by our office in the middle of August stating that Mr. MacMath instructed him to ask when SBWJA was going to complete the work. At that time, Mr. W. Miller stated the work could be scheduled once the Authority is properly staffed and able to catch up on work within our system.

Mr. Hughes asked the importance of having this work completed immediately. Mr. Galbraith indicated that he thought the HOA was hiring a contractor to excavate an entry point for our Vactor truck; therefore, he did not think this work had to be completed right away. Mr. Mix advised the HOA be charged for the removal of the grit due the drainage ditch being privately owned. Mr. Hoffman then asked if a contract should be executed prior to the work being scheduled. Mr. Mix stated it would be good to construct a simple contract that would need to be executed by the HOA's officers indicating they will pay for SBWJA's service.

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. 9 ayes, 0 nays. The motion carried.

APPROVAL OF PAYMENTS:

Approval of Requisitions:

Revenue Fund Requisition 2012-110 – Mr. Onufrak presented the Board with Revenue Requisition 2012-110. Mr. T. Miller asked if there were any questions regarding the presentation of Revenue Fund Requisition #2012-110. Mr. Onufrak asked if the Authority received the 2018 health insurance renewal from Capital Blue Cross. Mrs. Gill stated she received the quote in August and there will only be a 3% increase in premiums for Capital Blue Cross and a 2% increase in our commercial insurance premiums from EMC. **Mr. Heny moved, seconded by Mr. McMurtrie to approve Revenue Requisition 2012-110 payable to SBWJA in the amount of \$47,408.02. 9 ayes, 0 nays. The motion carried.**

GUESTS: There were no Guests present.

EXECUTIVE DIRECTOR'S REPORT:

SBWJA Rate Study – Mr. W. Miller wanted to clear up what he believes may be a misunderstanding on the SBWJA Rate Study section of the September 25, 2017 meeting minutes. Mr. W. Miller indicated that Mr. Onufrak stated his biggest issue was our Authority having a licensed water operator working for the Benner Township Water Authority (BTWA) that we bill \$36.50/hr. for but then we have non-licensed laborers inspecting new construction and charging the developer \$55.00/hr. Mr. W. Miller indicated this never happened. It was noted that all our employees with the exception of one has their water and wastewater licenses. The non-licensed employee does not write up the water system and does not inspect new sewer mainline. Mr. Onufrak stated that his point was that the employees do not need their license to complete sewer mainline inspections and that a more qualified employee would be required to work on the water system.

Christmas Party –The Authority’s Christmas Party is scheduled for Thursday, December 14, 2017 and will be held at the Bellefonte Elks. Mr. Galbraith suggested we start the event with appetizers at 5:00 p.m. and the dinner will follow at 6:00 p.m. The Board agreed with Mr. Galbraith’s recommendation.

Hughes Street Sewer Extension – We have received two of the three right-of-way agreements for the Hughes Street Sewer Extension Project. The residents at 503 Hughes Street have expressed concerns with their property being disturbed during the installation of the sewer mainline and have demanded a list of conditions be met before they execute their right-of-way agreement. Currently there is a dilemma of where to install the sewer mainline due to both Spring Township and Bellefonte Borough not claiming ownership of the road that leads to the water tower. The Authority has approached Mr. Johnson with the possibility of surveying the property to locate the property pins for 503 Hughes Street; therefore, the Authority may possibly be able to avoid obtaining a right-of-way due to the resident’s demands being too extensive. If Mr. Johnson’s survey would indicate the area in question is not owned by 503 Hughes Street, the Authority could proceed without a right-of-way agreement. The Centre County Tax Map system indicates there is a 50’ right-of-way to the water tower. Mr. Mix stated there was nothing mentioned in the deeds that he reviewed during the preparations of the right-of-way agreements indicating the road was privately owned.

Several Board members expressed their concern with the additional costs associated with surveying and condemnation. Mr. Onufrak stressed that he was under the impression there would be two taps for this project and the total cost would be \$7,000.00; therefore, the Authority would have a loss of \$2,000.00 after the tap fees were collected for 509 Hughes Street and the vacant lot. It was also noted that Mr. Onufrak remembered a comment about the property owner of 509 Hughes Street installing his own lateral and tying it directly into the Bellefonte Borough manhole.

Mr. Hoffman asked what responsibility our Authority had for this connection. Mrs. Gill reminded the Board that a letter confirming SBWJA’s assistance in connecting 509 Hughes Street to the public sewer was sent to the previous owner, Matt Burns. It was also noted that Spring Township had been in contact with SBWJA verifying the project was still scheduled due to this property being involved in the Township’s Septage Management Plan.

The Board discussed this matter in detail and decided the Authority should approach the previous owner, Matt Burns, for financial assistance with surveying these properties to acquire the necessary easements. Mr. W. Miller will reach out to Mr. Burns for assistance and will update the Board at the next meeting.

Jack Catherman's Garage (Sunset West Property) - The SBWJA personnel were called to Jack Catherman's Garage on 9/28/2017 to assist with a sewer backup. It was noted the contractor installed the cast iron lampholes over the sewer lateral cleanouts; however, they did not install the PVC cleanout caps. This caused grit and stone to enter the sewer lateral, which then resulted with the lateral being plugged. Mr. W. Miller stated the correct collars and caps have been installed on the cleanouts to avoid future problems. Mr. W. Miller also stated our Authority does not bill our customers for this service.

Zion Road Manhole Restoration - Due to recent jetting and cleaning of our sewer mainline last week, our maintenance department noted significant hydrogen sulfide damage in our manholes from Nittany Terrace into Bellefonte. Mr. W. Miller stated he will obtain quotes to have the manholes repaired with a two part epoxy, but it will be an expensive project. Mr. W. Miller indicated the hydrogen sulfide gas problem should be eliminated once the PLC output is reprogrammed at Pump Station #7.

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

ENGINEER' S REPORT:

Pump Station #7 – Mr. Johnson and Mr. W. Miller evaluated an issue with the shingles lifting off the roof at Pump Station #7 due to loose flashing. Mr. Johnson has contacted HRI, Inc. regarding this matter because it is still under warranty.

Mr. Johnson also informed the Board that he used his vibration analyzer at Pump Station #7 to evaluate the movement within the pumps and he stated the pumps seem to be running according to their specifications.

Mr. W. Miller then asked if Mr. Johnson would inform Envirep of the second breakaway cog starting to go bad at Pump Station #7, as the previous cog was destroyed. Mr. Johnson stated the proper procedure would be to inform HRI, Inc. of this issue.

OLD BUSINESS:

SBWJA RATE Study - The Board and office staff prepared the Rate Study Request for Proposal last week and Mr. W. Miller forwarded the proposal by email to several firms as requested by Mr. Onufrak. Mr. W. Miller indicated one of the four emails came back undeliverable.

NEW BUSINESS:

Spring Township Grinder Pump – Mr. Galbraith informed the Board that Gary Royer approached him and Mr. T. Miller after the Supervisor's October 2, 2017 meeting and asked if the Township could purchase an older model grinder pump from SBWJA, which has been in storage since public sewer was extended in 1981. Our Authority had purchased three grinder pumps in 1981 and they were to be installed at the Mark Shuey residence, the Spring Township Building and Mrs. Young's residence; however, these connections did not occur in 1981. The Spring Township Building connected to the public sewer in 1996 and at that time we provided them with one of the three grinder pumps. In the early 2000's our Authority replaced their malfunctioning grinder pump with the second spare grinder pump we had in storage; therefore, we were then down to one grinder pump remaining. Mr. Royer indicated the Township has been having increased problems with their current grinder pump and would like to replace it. It was noted that SBWJA has used Spring Township's backhoe forks on multiple occasions; therefore, they would like to make an even trade, the backhoe forks for the grinder pump. Mr. W. Miller had previously told Mr. Royer the pump was available to them and had it delivered last week.

Spring Township Supervisors – Mr. Galbraith took a moment to commend Mr. T. Miller on how well he represented SBWJA at the Spring Township Supervisor's meeting. While at the meeting Mr. T. Miller recommended that each Township should meet with their representatives from SBWJA to discuss any concerns they may have.

COMMITTEE REPORTS:

Personnel & Community Relations Committee –

Personnel Meeting – Mr. Hoffman informed the Board of the Personnel Meeting he scheduled for 5:00 P.M. on October 16, 2017.

The HR Office, Jeffrey Krauss – Mr. T. Miller asked Mr. Hoffman if he had the opportunity to review the information regarding The HR Office assisting SBWJA with the search for a Maintenance Supervisor. The Board discussed the hiring procedures and determined that the Authority will request a proposed contract for review. Mr. Onufrak also suggested the contract be emailed to the entire Board for comments prior to execution. Mr. T. Miller will contact Mr. Krauss to request a proposal that includes a 90 day guarantee versus the 30 day guarantee that was presented at the September 25, 2017 meeting due to the Authority's probation period being 6 months. **Mr. Onufrak moved, seconded by Mr. McDowell to request that Jeffrey Krauss from The HR Office provide the Authority with a proposal to assist the Authority in recruiting a Maintenance Supervisor. The proposal will be reviewed by Mr. Mix, Mr. T. Miller and Mr. W. Miller and shall be executed based on their approval. 9 ayes, 0 nays. The motion carried.**


Facilities Committee: Mr. Hughes had nothing to report.

Financial Committee: Mr. Onufrak had nothing to report.

ADJOURNMENT:

Mr. Hughes moved, seconded by Mr. Smeltzer to adjourn the meeting at 8:08 p.m. 9 ayes, 0 nays. The motion carried.

Respectfully submitted,


~~William Hughes, Secretary~~ *Dondi D. Smeltzer,*
Assistant Secretary


Tasha L. Dutton, Recording Secretary

CC: Benner Township
Spring Township 7/10/24/2017
Walker Township