

# **SPRING-BENNER-WALKER JOINT AUTHORITY**

## **REGULAR MEETING**

**April 11, 2022**

### **ATTENDANCE:**

<b>AUTHORITY MEMBERS:</b>	<b>Spring</b>	Joseph Galbraith Rodney Maney Christie McMurtrie Richard Kuzemchak
	<b>Benner</b>	Dan Hoffman Willis Houser, Jr.
	<b>Walker</b>	Dennis McDowell Joseph Swanderski

**GUESTS:** None present.

**CONSULTING ENGINEER:** Andy Johnson, P.E.

**EXECUTIVE DIRECTOR:** N. Warren Miller

**EMPLOYEES:** Will Barton, Tasha Dutton & Kelly Gill

### **CALL TO ORDER:**

The April 11, 2022, 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 purposes.

### **ROLL CALL:**

Joseph Swanderski, Secretary, took Roll Call, recording eight members present. Mr. Book was excused from the meeting. 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 March 28, 2022 meeting minutes as presented. **Mr. McMurtrie moved, seconded by Mr. Swanderski to approve the Minutes of the March 28, 2022 Regular Meeting as presented. 8 ayes, 0 nays, 1 absent. The motion carried.**

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

Mr. McDowell informed the Board that Mr. Mix will not be attending the meeting due to an emergency.

**APPROVAL OF PAYMENTS:**

Approval of Requisitions:

**Revenue Fund Requisition 2020-48** – Mr. McMurtrie presented the Board with Revenue Requisition #2020-48 in the amount of \$422,338.63. Mr. McMurtrie questioned the payment of \$9,332.00 to Land Logics Group. Mr. Miller stated this was our new Global Positioning System (GPS) unit. The GPS equipment will assist in obtaining the exact locations of our manholes, cleanouts, etc. Mr. Miller indicated the purchase of the GPS unit was included in our 2022 budget as a Capital Improvement.

Mr. Galbraith asked what Bellefonte Borough's 4<sup>th</sup> quarter 2021 Capital Improvement bill consisted of. Mrs. Gill stated that the bill included minor equipment purchases. Mrs. Gill also informed the Board of a large line item that was removed from the bill, which decreased the total amount due from \$114,157.82 to \$11,684.29. This line item included capital project payments that were paid with American Rescue Funds. Mrs. Gill stated that our agreement with Bellefonte clearly indicates, if grant money is used by Bellefonte that it reduces their overall expenses and we will only be billed under the prorated amount. **Mr. Galbraith moved, seconded by Mr. Houser to approve Revenue Requisition 2020-48 payable to SBWJA in the amount of \$422,338.63. 8 ayes, 0 nays, 1 absent. The motion carried.**

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

## SYSTEM OVERVIEW REPORT:

Will Barton, Maintenance Crew Leader, provided an overview of the work completed on the sanitary sewer system for the month of March 2022.

**In-Home Inspections** - There were 33 in-home inspections completed in the month of March.

**Sewer Permits and/or Lateral Inspections** - Our maintenance department completed 13 sewer lateral inspections. The office staff received 15 new sewer permit applications in the amount of 16.00 EDUs for the month of March.

**System Maintenance** – We serviced several of our vehicles and had them inspected. There were several pumps pulled throughout the system and we used the vac truck to cleanout all of our wet wells.

The water line that serves the rear shop was repaired and we replaced some rusted out hardware in the wet well at Pump Station #2 (Jacksonville Road). We rented a skid steer and angle broom attachment to remove stones in the grass at our pump stations and office.

**Video Truck** - Our personnel completed 6,185 feet of video inspection work for the month of March. Some of the video work was completed at the Central PA Institute of Science and Technology (CPI) to assist with their future planning of a medical building. Spring Township noted settling on Sunset Avenue and asked that we video our line to verify the problem was not caused by our sewer lines. Mr. Barton stated the settling in the roadway was not caused by SBWJA. We also completed video work at the Titan Energy Park to assist G.M. McCrossin in locating some I & I problems.

**Vector Truck** - We jetted 2,865 feet of pipe for the month of March. Mr. Barton stated that CPI hired the Authority to jet 2,785 feet of private sewer lines and we assisted in a sand blockage at Murmac Farms, which consisted of 80 feet of pipe.

**Sewer Extensions** – We finished sewer mainline inspections at the Benner Pike Shopping Center and testing is still required. Our staff continued project inspections and completed video inspection at Logan Greene.

**Benner Township Water Authority** – Our staff completed yard restoration to the second test well site and performed quarterly blowoffs. A VFD was replaced at the Grove Park well house and we read the meters at Peru. There was a total of two (2) PA One Calls being located in March.

**Call Outs/ PA One Calls** – There were four (4) callouts for the month of March. The maintenance staff responded to two (2) emergency PA One Call locates for Walker Township Water Association. Our staff also assisted with a grinder pump alarm at 111 Creekside Lane and an inverter failure at Pump Station #6 (Rockview). Mr. Barton ended the report with a total of 103 PA One Calls being located in March.

### **EXECUTIVE DIRECTOR'S REPORT:**

**Thank You** – Mr. Miller took a moment to thank Mrs. Gill for the excellent job she does on reviewing and correcting the quarterly bills that Bellefonte Borough sends this Authority.

### **ENGINEER'S REPORT:**

**Shiloh Road Area Sewer Extension/Proposed Pump Stations** – A discussion was held at the March 28, 2022 Board meeting to determine if the Authority Board would like to approve the design of submersible pumps or suction lift pumps for the Shiloh Road Area Sewer Extension. It was noted that several Board members recommended Mr. Johnson provide them with an outline of all materials and costs associated with the original submersible pump station, the suction lift pump station with a masonry building and a suction lift pump station with a pre-fabricated fiberglass structure. The Spring Benner Walker Joint Authority Shiloh Road Sewer Extension Pump Station Evaluation report was provided to the Board and will be made a part of these official Minutes.

Mr. Johnson stated the evaluation spells out the various pump station options that were reviewed and also provides details on what transpired over the last three (3) years of planning. Mr. Johnson indicated the submersible pumps were planned during the preliminary design due to cost. Mr. Miller reminded the Board that we currently require Developer's to install suction lift pump stations for flows that exceed 30,000 gpd which is approximately 120 EDUs at 240 gpd per EDU. Mr. Johnson stated the project evolved and it became more obvious of the potential growth and demands in the future for sewer service; therefore, we increased the force main from 6" to 8" and with that we would need to increase the pump size to maintain flow velocity.

Mr. Johnson indicated the Authority's maintenance staff prefers suction lift pumps for safety and maintenance reasons; therefore, he spoke to a representative from Gorman Rupp regarding a pre-fabricated suction lift pump station with a fiberglass enclosure, which would cost less than a suction lift pump station with a masonry building.

Mr. Galbraith stated that at the last meeting he attended in February, before he went out of town, he had asked Mr. Johnson directly if the original drawings for that job were adequate and Mr. Johnson indicated there were no problems with the current design; therefore, Mr. Galbraith asked why things keep changing now. Mr. Johnson stated he still stands behind the original design for the submersible pumps. Mr. McDowell stated he was not in attendance at the March 28, 2022 meeting; however, he thought the Board already decided to keep the submersible pumps and add a chlorine system during the March 14, 2022 Board meeting. Mr. McDowell questioned where the Board was on this decision to install submersible or suction lift pumps.

Mr. Galbraith stated that submersible pumps were in the original project and that has already been approved. Mr. McDowell stated if nothing changes from the original plan, the Board will not need to vote. Mr. McDowell thanked Mr. Johnson for the Pump Station Evaluation report.

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

**NEW BUSINESS:**

**Identity Theft Prevention Program** – Mr. McDowell presented the Identity Theft Prevention Program Compliance Model to the Board for comment. This program is intended to identify red flags that will alert our employees when new or existing accounts are opened using false information, protect against the establishment of false accounts, methods to ensure existing accounts were not opened using false information, and measures to respond to such events. Mr. Miller stated there were no changes to the Identity Program Compliance Model. This Program is updated and approved on a yearly basis. **Mr. Galbraith moved, seconded by Mr. Hoffman to approve the Identity Theft Prevention Program as presented for discussion and made a part of these official Minutes. 8 ayes, 0 nays, 1 absent. The motion carried.**

**Deed of Easement – Land of Paradise, LLC (Benner Pike Shopping Center)** – Mr. Miller stated the sewer mainline has been installed and the right-of-way has been surveyed for the Benner Pike Shopping Center. The right-of-way will be recorded once our Board executes it at tonight's meeting and then Land of Paradise, LLC will provide the Authority with a recorded copy. **Mr. McMurtrie moved, seconded by Mr. Houser to approve the Deed of Easement Agreement for the Benner Pike Shopping Center. 8 ayes, 0 nays, 1 absent. The motion carried.**

**Crosswinds Parking Lot Agreement of Dedication** – The Centre County Airport Authority and PSU Airport relocated the sewer mainline to accommodate the new parking lot at the airport and the new terminal they plan to construct in the future. Mr. Miller stated we have received all items needed to close out the Crosswinds Parking Lot sewer main line relocation; therefore, he recommended approval of the Agreement of Dedication. **Mr. Galbraith moved, seconded by Mr. Hoffman to approve the Agreement of Dedication for the Crosswinds Parking Lot sewer relocation project. 8 ayes, 0 nays, 1 absent. The motion carried.**

**Crosswinds Parking Lot Right-of-Way Agreement** – The Centre County Airport Authority has provided SBWJA with a right-of-way agreement for the sewer mainline relocation of their new Crosswinds Parking Lot. Mr. Miller stated the Centre County Airport Authority had requested we waive the maintenance bond on this relocation as a professional courtesy due to the small amount of sewer mainline that was relocated. Mr. Miller indicated the request was granted. **Mr. Hoffman moved, seconded by Mr. Galbraith to approve the Right-of-Way Agreement for the Centre County Airport Authority's new Crosswinds Parking Lot. 8 ayes, 0 nays, 1 absent. The motion carried.**

**Memorial Contributions for Deceased Board Members** – Mr. McDowell stated that several of our former long term Board members recently passed away and he would like to honor them. Mr. McDowell suggested the Authority make memorial contributions for Mr. Krape, Mr. Brown and Mr. Heny. **Mr. Galbraith moved, seconded by Mr. Hoffman to approve a \$50.00 memorial contribution to the Walker Township Fire Company in honor of Lowell Krape, a \$50.00 memorial contribution to the Faith United Methodist Church in honor of George Brown, Jr. and a \$50.00 memorial contribution to the Pleasant Gap Fire Company in honor of Gregg Heny. 8 ayes, 0 nays, 1 absent. The motion carried.**

#### **QUESTIONS FOR THE EXECUTIVE DIRECTOR:**

**Paradise Road** – Mr. Hoffman asked if Paradise Road would be repaved when the Benner Pike Shopping Center is paved. Mr. Miller stated that PennDOT is scheduled to have Paradise Road and Spring Creek Road resurfaced this summer; therefore, the Authority will be required to raise approximately 38 manholes. Mr. Miller stated that this project will take our entire crew one (1) month to complete.

**COMMITTEE REPORTS:**

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

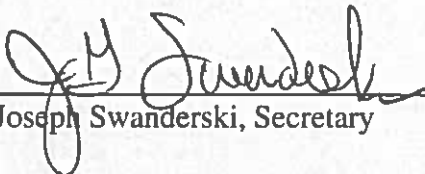
**Facilities Committee:** Mr. Houser spoke with Mr. Walker and he had indicated there was a small amount of movement on the Witherite property; however, nothing was set in stone. Mr. Houser also provided Mr. Walker with two (2) additional properties to look into. Mr. Kuzemchak stated the former Smeltzer Farm at 455 E. College Avenue is a fine piece of real estate. Mr. Miller indicated Sipple Development is currently reserving capacity on that parcel of property; therefore, they likely have plans for the property.

**Financial Committee:** Mr. McMurtrie had nothing to report.

**ADJOURNMENT:**

Mr. Galbraith moved, seconded by Mr. McMurtrie to adjourn the meeting at 7:56 p.m. 8 ayes, 0 nays, 1 absent. The motion carried.

Respectfully submitted,

  
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Joseph Swanderski, Secretary

  
\_\_\_\_\_  
Pasha L. Dutton, Recording Secretary

CC: Benner Township \_\_\_\_\_  
Spring Township \_\_\_\_\_ } 4/12/2022  
Walker Township \_\_\_\_\_ } are

SPRING-BENNER-WALKER JOINT AUTHORITY  
SHILOH ROAD SEWER EXTENSION PUMP STATION EVALUATION  
CENTRE COUNTY, PA

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### Background

During early preliminary design in 2019, it was determined that two (2) main pump stations would be required to convey the sewage flow from the lowest point along Spring Creek to the point of interconnect with the Authority's existing system near the airport. Two (2) pump stations were necessary due to the overall elevation difference from the lowest point in the proposed service area to the highest point of interconnection to the existing Authority system. As the design developed based on field survey work, it was determined that Pump Station #1 would be placed along Spring Creek near Rock Road and Pump Station #2 would be placed near the bottom of Walnut Grove Drive. Basically, all the flow from Shiloh Road, Rock Road and Big Hollow Road would gravity flow into Pump Station #1. Pump Station #1 would pump to Pump Station #2 which would also have all of Walnut Grove gravity flowing into it and would pump to interconnection with the Authority system. Early discussions during preliminary design that were had with Warren Miller, determined that submersible pump stations would be utilized. This decision was based primarily on trying to minimize pump station cost due to the overall magnitude of the entire project cost and also on projected flows at that point.

As the design of the project progressed, we looked at various submersible pump types that we would potentially want to utilize. At the time, the force main to convey the pumped sewage flow was going to be 6" and we needed a pump of 200 gpm to handle project flows and also to have acceptable velocity in the pipeline to keep the line clean. Various submersible pumps were considered both of the solids handling type and the chopper type pumps. We arranged to have a demonstration of the Vaughn chopper submersible chopper pump which seemed like a good application for the system. The chopper style pump has the ability to cut through debris that is being pumped, which makes them less susceptible to clogging.

As we continued through the collection system design in 2021, further discussions were had with Warren Miller regarding the overall potential for growth and development at the Shiloh Road interchange. Based on inquiries for sewage service and further review of potential growth in the area, it was decided that an 8" force main should be installed instead of a 6" to assure that the force main would have plenty of capacity to handle any and all development in the proposed sewer area. With the increase in force main size, there was still the necessity to have proper line velocity to keep the line clean so the pump size was increased to 325 gpm resulting in roughly a 50% larger pump than what was originally planned. Also, as the design developed, it was determined that the ideal location for Pump Station #1 was in a flood plain with no determined flood elevation and that an H & H Study (Hydrologic and Hydraulic Study), would need performed to determine that elevation. The pump station depth below existing grade is currently 13' and it is anticipated that we will need to place 5' to 7' of fill to have the pump station above flood elevation resulting in a 20' deep station. Further, the placement of Pump Station #2 was such that the wet well would only need to be 7' deep due to the significant grade change up through Walnut Grove but the site to build the station will require significant cut/removal of hillside material with a possible retaining structure to support the hillside. In summary, both pump station sites have significant challenges but it is where they need placed to properly serve the proposed system.

Late in 2021, we provided 90% complete collection system drawings to Warren Miller to review with his staff. At that point, submersible pump station locations and depths were identified but pump station specific design drawings hadn't been completed. This review by SBWJA maintenance staff prompted



questions about why submersible pump stations were being considered with the proposed size of the pumps and ability to maintain them. This further prompted discussions about the possibility of using suction lift pumps similar to some of the Authority's other larger pump stations. We obtained sizing, layout and pricing information and looked at one of the Authority's current suction lift stations (Pump Station #18) to get an idea of physical size and layout of a station that would possibly be acceptable. Over the last few months, there have been numerous discussions at Board meetings regarding the possible change to suction lift stations. There have also been discussions regarding adding the ability to feed chlorine at the proposed pump stations. Due to the large diameter and length of force main, there were concerns about sewage turning septic in the force main creating hydrogen sulfide and damaging concrete structures in the system. So far in discussions with the Board, an additional cost of roughly \$650,000 had been projected to construct each suction lift station over the original projected cost of \$350,000 for each submersible station. This would result in an overall increase of \$1,300,000 to the original project cost. This cost was based on masonry buildings including a chlorine feed room and space for the electric generator to be inside the building. Most recently, another option was considered utilizing a prefabricated suction lift pump skid with a fiberglass enclosure. This was considered on the basis of being able to utilize suction lift pumps as SBWJA staff would prefer but minimize the cost of the actual structure to try to keep the overall cost down.

Below we have summarized the construction type of each considered pump station alternative and the associated potential cost. Cost estimating has become more challenging with widely varying material and bidding cost but we feel these are as realistic as possible numbers for comparison basis.

**A. Submersible Pump Station Option**

The submersible pump station option which was originally planned on included the following. Necessary site work including site fill and retaining wall structure, site fencing with vehicle and man gates. The wet well that the pumps would be installed in at depths previously discussed. A valve vault that would include isolation valves, check valves and flow meter. The submersible pumps, mating discharge assembly and pump mounting/removal rails. Site piping to connect into sewage force main. A trolley rail, trolley and hoist or a jib crane for pump removal. All electrical work including underground electric service, main service disconnect and power distribution panel. Pump control panel and SCADA panel for monitoring of station including all control wiring. Power wiring to all components. A pavilion style roof structure to mount and cover electrical and control components. A standby generator (propane fueled) and transfer switch for emergency power in an outdoor enclosure.

As recently discussed, we added to the above option the ability to feed chlorine to the station discharge. This would include a masonry building approximately 10' x 10', all the necessary chlorine gas feed components, chlorine cylinder scales, chlorine leak detector, chlorine ventilation system, drilled well for water necessary to feed chlorine gas, well pump/tank and all building electrical work. It was thought that with this option, that the roof line of this building could be extended to cover all the electrical/control components thus eliminating the above discussed pavilion and could also cover the generator which would be beneficial for the generator life and maintenance.

The benefit of this type of pump station is it provides the lowest initial cost of installation to meet the needs of the system. The drawback is it is a more difficult and costly station to maintain. With the majority of the equipment either being outside or in the wet well, equipment deteriorates

quicker and maintenance needs to be performed in environments that are less safe. Due to the size of these pumps (weighing around 800 pounds each), pulling them from the wet well and maneuvering them for maintenance can be more challenging.

The cost breakdown for this option is as follows:

Site Work (Clearing, Grading, Fill, Retaining Wall, Fence, Driveway)	\$50,000
Wet Well (Excavation, Hatch, Piping, Lifting System)	\$70,000
Valve Vault (Piping, Valves, Flow Meter, Hatch)	\$40,000
Pumps (Discharge Fittings, Mounting Rail System, Controls)	\$95,000
Electrical (Service, Panels, Equipment Wiring)	\$45,000
Generator (Slab, Transfer Switch)	\$75,000
Total Submersible Option:	\$375,000
Addition of Chlorine:	
Building	\$25,000
Building HVAC/Electrical	\$20,000
Chlorine Equipment	\$55,000
Well (Pump, Tank, Controls)	\$25,000
Total Addition For Chlorine:	\$125,000
Total Cost Submersible Station with Chlorine:	\$500,000

**B. Suction Lift Station with Masonry Building**

The suction lift station would include the following. Necessary site work to accommodate a larger overall area including site fill and retaining wall structure, site fencing with vehicle and man gates. The wet well which would be partially under the building for pump suction piping access from the interior and wet well access from the exterior. A split face block masonry building with pitched shingle roof (approximately 25' x 25'). Integrated chlorine room and interior space for the generator and all electrical/control components. All building ancillary components including, ventilation and heating. Suction lift pumps, pump components including piping, isolation valves, check valves and air releases. Chlorine gas feed components, chlorine cylinder scales, chlorine leak detector and chlorine ventilation system. All electrical work including underground electric service, main service disconnect, power distribution panel, building power distribution to all lights, receptacles, pumps and miscellaneous electrical components. Pump control panel and SCADA panel for monitoring including all control wiring. Standby electrical generator (propane fueled) and transfer switch for emergency power. Drilled well for water necessary to feed chlorine gas including well pump, well tank, controls and wiring.

The benefit of this type station is all the equipment is housed in a building and the pumps can relatively easily be tore down for maintenance. The equipment is all inside including the generator and the building with the exception of the roof is masonry so it has a long life. The drawback is the upfront cost is significantly higher. The masonry building has significant cost with all the ancillary features, the pump package is more costly and the overall site becomes larger.

The cost breakdown for this option is as follows:

Site Work (Clearing, Grading, Fill, Retaining Wall, Fence, Driveway)	\$100,000
Building Masonry Split Face Block	\$175,000
Building HVAC/Plumbing	\$100,000
Wet Well (Excavation, Hatch, Piping)	\$65,000
Pumps (Piping, Valves, Flow Meter, Controls)	\$315,000
Electrical (Service, Panels, Building Wiring, Lights, Equipment Wiring)	\$105,000
Generator (Slab, Transfer Switch, Exhaust System)	\$85,000
Chlorine System	\$55,000
Total Suction Lift Station in Masonry Building	\$1,000,000

**C. Prefabricated Suction Lift Station with Fiberglass Building**

The prefabricated suction lift station would include the following. Necessary site work to accommodate a larger overall area including site fill and retaining wall structure, site fencing with vehicle and man gates. The wet well which would be partially under the prefabricated station for pump suction piping access from the interior and wet well access from the exterior. A fiberglass building (approximately 10' x 16'). All building ancillary components including ventilation and heating. Suction lift pumps, pump components including piping, isolation valves, check valves and air releases all pre-piped and ready for connection to wet well and sewer force main. All electrical work including underground electric service, main service disconnect, power distribution panel, building power distribution to all lights, receptacles, pumps and miscellaneous electrical components. All electrical components with prefabricated structure would be prewired needing connection to electrical service. Wet well level control wiring and ancillary exterior wiring. Pump control panel and SCADA panel for monitoring including all control wiring. Standby electrical generator (propane fueled) and transfer switch for emergency power.

Part of this option would be to include the separate chlorine building as discussed under the submersible pump option. This would include a masonry building approximately 10' x 10. All the necessary chlorine gas feed components, chlorine cylinder scales, chlorine leak detector, chlorine ventilation system. Drilled well for water necessary to feed chlorine gas, well pump and tank. All building electrical work. Extension of roof line to cover the generator.

The benefit of this type of station is you have a pumping system that is more maintainable since it is within the fiberglass structure. The drawback is this option is more than the submersible pump option and the life of the fiberglass structures isn't known for certain but you're probably looking at a 25 to 30 year life. However, in the future when the fiberglass building reached the end of its life, it could be replaced with another building built around the pump package.

The cost breakdown for this option is as follows:

Site Work (Clearing, Grading, Fill, Retaining Wall, Fence, Driveway)	\$100,000
Wet Well (Excavation, Hatch, Piping)	\$65,000
Prefabricated Pump Package with Fiberglass Building	\$325,000
Electrical (Service, Panels, Equipment Wiring)	\$60,000
Generator ( Slab, Transfer Switch)	\$75,000
Chlorine System with Building (Breakdown same as submersible option)	\$125,000
Total Prefabricated Station with Fiberglass Building	\$750,000

### Overall Project Cost

The original estimate in the 537 Plan for construction of this project was \$3,371,200 which included \$700,000 for the two (2) submersible pump stations. If you subtract out the \$700,000 of pump station cost you have \$2,671,200 for the sewer system itself. You can then add to the sewer system cost the new proposed pump station cost options to come up with total project cost with the various pump station options. Based on this, the total project cost using submersible pump stations would be \$3,671,200, using the suction lift pumps in a masonry building would be \$4,671,200 and using the prefabricated suction lift pumps in a fiberglass building would be \$4,171,200. These costs are based on best estimating practices but could vary depending on what construction market conditions are at the time of bidding.

Based on recent discussions with Warren Miller, it is anticipated that approximately \$3 million of the Authority's cash reserves would be used to fund the project and the remainder would be funded through bonds or private bank financing.

### Impact on Engineering Services and Cost

The impact of the various pump station options only impacts engineering cost if the suction lift pumps in a masonry building option is selected. Due to the amount of engineering work involved to design the two (2) masonry buildings along with all the electrical, plumbing and HVAC requirements of these buildings, we had previously projected an additional cost of \$52,000 to perform that work. The engineering work associated with the prefabricated suction lift pumps in the fiberglass building isn't that significantly different than the original submersible pump stations so we see little impact if this option was selected. We have previously made the Board aware that we may be looking at some additional engineering cost overall to complete design on this project. This is due to a number of factors some of which are the overall length of time the design has extended (originally was to be designed in 2019 and constructed in 2020), the additional hurdles of getting the 537 plan approval and multiple submissions (changes of Plan requirements by DEP in anticipation of litigation), additional survey work and design to go around the airport runway and the need to perform an H&H analysis to determine flood plain elevation for Pump Station #1. We are continuing to work within the original design budget of the project and as we progress towards the final design and permitting phase, we will be better able to project what additional cost may be incurred.

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**Identity Theft Prevention Program**

**For**

**SPRING – BENNER – WALKER JOINT AUTHORITY**

**170 Irish Hollow Road**

**Bellefonte, PA 16823**

**April 11, 2022**

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**Spring – Benner – Walker Joint Authority Identity Theft Prevention Program**

This Program is intended to identify red flags that will alert our employees when new or existing accounts are opened using false information, protect against the establishment of false accounts, methods to ensure existing accounts were not opened using false information, and measures to respond to such events.

**Contact Information:**

The Senior Management Person responsible for this program is:

Name: N. Warren Miller

Title: Executive Director

Phone number: 814-355-4778

The Governing Board Members of the Utility are:

1. Dennis McDowell, Chairman

7. Brian Book

2. Joseph Galbraith, Vice Chairman

8. Dan Hoffman

3. Chris McMurtrie, Treasurer

9. Rodney Maney

4. Richard Kuzemchak, Assistant Treasurer

5. Joseph Swanderski, Secretary

6. Willis Houser, Jr., Assistant Secretary

## Risk Assessment

The Spring Benner Walker Joint Authority has conducted an internal risk assessment to evaluate how at risk the current procedures are at allowing customers to create a fraudulent account and evaluate if current (existing) accounts are being manipulated. This risk assessment evaluated how new accounts were opened and the methods used to access the account information. Using this information the utility was able to identify red flags that were appropriate to prevent identity theft.

- ✓New accounts opened In Person
  - ✓Account information accessed In Person
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## Detection (Red Flags)

The Spring Benner Walker Joint Authority adopts the following red flags to detect potential fraud. These are not intended to be all-inclusive and other suspicious activity may be investigated as necessary.

- ✓Fraud or active duty alerts included with consumer reports
- ✓Notice of credit freeze provided by consumer reporting agency
- ✓Notice of address discrepancy provided by consumer reporting agency
- ✓Inconsistent activity patterns indicated by consumer report such as:
  - Recent and significant increase in volume of inquiries
  - Unusual number of recent credit applications
  - A material change in use of credit
  - Accounts closed for cause or abuse
- ✓Identification documents appear to be altered
- ✓Photo and physical description do not match appearance of applicant
- ✓Other information is inconsistent with information provided by applicant
- ✓Other information provided by applicant is inconsistent with information on file.
- ✓Application appears altered or destroyed and reassembled
- ✓Personal information provided by applicant does not match other sources of information (e.g. credit reports, SS# not issued or listed as deceased)
- ✓Information provided is associated with known fraudulent activity (e.g. address or phone number provided is same as that of a fraudulent application)
- ✓Information commonly associated with fraudulent activity is provided by applicant (e.g. address that is a mail drop or prison, non-working phone number or associated with answering service/pager)
- ✓ SS#, address, or telephone # is the same as that of other customer at utility
- ✓Customer fails to provide all information requested
- ✓Personal information provided is inconsistent with information on file for a customer
- ✓Applicant cannot provide information requested beyond what could commonly be found in a purse or wallet
- ✓Identity theft is reported or discovered

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## Response

Any employee that may suspect fraud or detect a red flag will implement the following response as applicable. All detections or suspicious red flags shall be reported to the senior management official.

- ✓Ask applicant for additional documentation
- ✓Notify internal manager: Any utility employee who becomes aware of a suspected or actual fraudulent use of a customer or potential customers identity must notify the Executive Director.
- ✓Notify law enforcement: The utility will notify the PA State Police at Rockview of any attempted or actual identity theft.
- ✓Do not open the account
- ✓Close the account

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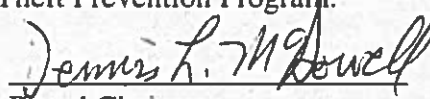
## Personal Information Security Procedures

The Spring Benner Walker Joint Authority adopts the following security procedures:

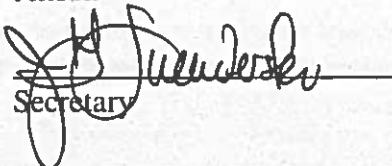
1. Files containing personally identifiable information are kept in a locked file cabinet except when an employee is working on the file
2. Employees will not leave sensitive papers out on their desks when they are away from their work stations.
3. No visitor will be given any entry codes or allowed unescorted access to the office.
4. Passwords will not be shared or posted near work stations.

## Identity Theft Prevention Program Review and Approval

This plan has been reviewed and adopted by the Utility Board of Directors by motion during the April 11, 2022 meeting. Appropriate employees have been trained on the contents and procedures of this Identity Theft Prevention Program.

  
Board Chairman

Attest:

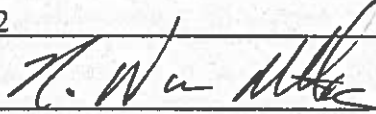
  
Secretary

Name of Senior Management Staff Person: N. Warren Miller

Position: Executive Director

Date: 04/11/2022

Signature: \_\_\_\_\_



A report will be prepared annually and submitted to the above named senior management or governing body to include matter related to the program, the effectiveness of the policies and procedures, the oversight and effectiveness of any third party billing and account establishment entities, a summary of any identify theft incidents and the response to the incident, and recommendations for substantial changes to the program, if any.



## Appendix A Other Security Procedures

The following suggestions are not part of or required by the Federal Trade Commission's "Identity Theft Red Flags Rule". The following is a list of other security procedures a utility should consider to protect consumer information and to prevent unauthorized access. Implementation of selected actions below according to the unique circumstances of utilities is a good management practice to protect personal consumer data.

1. Paper documents, files, and electronic media containing secure information will be stored in locked file cabinets. File cabinets will be stored in a locked room.
2. Only specially identified employees with a legitimate need will have keys to the room and cabinet.
3. Files containing personally identifiable information are kept in locked file cabinets except when an employee is working on the file.
4. Employees will not leave sensitive papers out on their desks when they are away from their workstations.
5. Employees store files when leaving their work areas
6. Employees log off their computers when leaving their work areas
7. Employees lock file cabinets when leaving their work areas
8. Employees lock file room doors when leaving their work areas
9. Access to offsite storage facilities is limited to employees with a legitimate business need.
10. Any sensitive information shipped using outside carriers or contractors will be encrypted
11. Any sensitive information shipped will be shipped using a shipping service that allows tracking of the delivery of this information.
12. Visitors who must enter areas where sensitive files are kept must be escorted by an employee of the utility.
13. No visitor will be given any entry codes or allowed unescorted access to the office.
14. Access to sensitive information will be controlled using "strong" passwords. Employees will choose passwords with a mix of letters, numbers, and characters. User names and passwords will be different. Passwords will be changed at least monthly.
15. Passwords will not be shared or posted near workstations.

16. Password-activated screen savers will be used to lock employee computers after a period of inactivity.
17. When installing new software, immediately change vendor-supplied default passwords to a more secure strong password.
18. Sensitive consumer data will not be stored on any computer with an Internet connection
19. Sensitive information that is sent to third parties over public networks will be encrypted
20. Sensitive information that is stored on computer network or portable storage devices used by your employees will be encrypted.
21. Email transmissions within your business will be encrypted if they contain personally identifying information.
22. Anti-virus and anti-spyware programs will be run on individual computers and on servers daily.
23. When sensitive data is received or transmitted, secure connections will be used
24. Computer passwords will be required.
25. User names and passwords will be different.
26. Passwords will be changed at least monthly.
27. Passwords will not be shared or posted near workstations.
28. Password-activated screen savers will be used to lock employee computers after a period of inactivity.
29. When installing new software, vendor-supplied default passwords are changed.
30. The use of laptops is restricted to those employees who need them to perform their jobs.
31. Laptops are stored in a secure place.
32. Laptop users will not store sensitive information on their laptops.
33. Laptops which contain sensitive data will be encrypted
34. Employees never leave a laptop visible in a car, at a hotel luggage stand, or packed in checked luggage.
35. If a laptop must be left in a vehicle, it is locked.
36. The computer network will have a firewall where your network connects to the Internet.

37. Any wireless network in use is secured.
38. Maintain central log files of security-related information to monitor activity on your network.
39. Monitor incoming traffic for signs of a data breach.
40. Monitor outgoing traffic for signs of a data breach.
41. Implement a breach response plan.
42. Check references or do background checks before hiring employees who will have access to sensitive data.
43. Access to customer's personal identify information is limited to employees with a "need to know."
44. Procedures exist for making sure that workers who leave your employ or transfer to another part of the company no longer have access to sensitive information.
45. Implement a regular schedule of employee training.
46. Employees will be alert to attempts at phone phishing.
47. Employees are required to notify the general manager immediately if there is a potential security breach, such as a lost or stolen laptop.
48. Employees who violate security policy are subjected to discipline, up to, and including, dismissal.
49. Service providers notify you of any security incidents they experience, even if the incidents may not have led to an actual compromise of our data.
50. Paper records will be shredded before being placed into the trash.
51. Paper shredders will be available at the office, near the photocopier.
52. Any data storage media will be disposed of by shredding, punching holes in, or incineration.