

SPRING-BENNER-WALKER JOINT AUTHORITY

REGULAR MEETING

October 10, 2022

ATTENDANCE:

AUTHORITY MEMBERS:	Spring	Joseph Galbraith Richard Kuzemchak Rodney Maney Christie McMurtrie
	Benner	Dan Hoffman
	Walker	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 October 10, 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 seven members present. Mr. Book and Mr. Houser were 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 September 26, 2022 meeting minutes as presented. **Mr. Galbraith moved, seconded by Mr. Maney to approve the Minutes of the September 26, 2022 Regular Meeting as presented. 7 ayes, 0 nays, 2 absent. The motion carried.**

CORRESPONDENCE: There was no Correspondence presented for discussion.

APPROVAL OF PAYMENTS:

Approval of Requisitions:

Revenue Fund Requisition 2020-60 – Mr. McMurtrie presented the Board with Revenue Requisition #2020-60 in the amount of \$108,239.39. Mr. Galbraith asked if the invoice from Lee, Green & Reiter in the amount of \$13,456.80 was the last invoice the Authority would receive due to Mr. Mix's retirement. Mrs. Gill indicated the Authority is invoiced quarterly and that we would receive an additional invoice for legal services for the remainder of the year, which would cover October 1, 2022 to December 31, 2022. Mr. Galbraith asked if the majority of our current invoice was due to litigation. Mrs. Dutton stated that \$12,457.54 of Mr. Mix's invoice was associated with litigation. **Mr. Hoffman moved, seconded by Mr. Maney to approve Revenue Requisition 2020-60 payable to SBWJA in the amount of \$108,239.39. 7 ayes, 0 nays, 2 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 September 2022.

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

Sewer Permits and/or Lateral Inspections - Our maintenance department completed 13 sewer lateral inspections. The office staff received 16 new sewer permit applications in the amount of 16.00 EDUs for the month of September.

System Maintenance – The maintenance department jetted our problem areas throughout the system and cleaned check valves at multiple pump stations. We repaired light fixtures in the generator room at Pump Station #6 (Rockview) and repaired the roof that was damaged by wind. Our staff also borrowed Spring Township's bucket truck to trim the trees on the west side of Pump Station #6 (Rockview).

The chlorine regulator was rebuilt at Pump Station #16 (Benner Commerce) and we repaired the roof there as well. Our staff completed routine maintenance to our residential grinders throughout the entire system, which is scheduled every three (3) years. Mr. Barton stated we have approximately 52 residential grinders on our system.

A pump was replaced at Pump Station #2 (Jacksonville) and sand was applied to manholes on Spring Creek Road and Paradise Road due to tar and chip work that was scheduled. There were protection rings installed around manholes that were affected by PennDOT's project located at the "Y" in Zion. The protection rings are installed to shield the manholes from being hit with a snowplow due to the pavement being too low. Mr. Barton indicated PennDOT's contractor is required to mill and repave around an additional two (2) manholes involved with this project to bring them to the proper elevation.

The maintenance department completed paving work at Pump Station #1A (Springfield) and Pump Station #6 (Rockview). The paving at Pump Station #6 (Rockview) was to reroute water that was ponding in front of the gate and the paving at Pump Station #1A (Springfield) was to correct a previous issue. Mr. Barton stated that topsoil and seed were applied to the areas around the new pavement.

Inter Municipal Work – We videoed 40 feet of storm pipe on Upper Greens Valley Road for Spring Township.

Vector Truck – Our personnel performed routine maintenance to 1,400 feet of our problem lines and jetted 338 feet of sewer main at the Eagle Creek Community in Julian. The total number of feet jetted for the month of September was 1,738 feet.

Video Truck - Our personnel completed 2,286 feet of video work at the Eagle Creek Community. Mid-Centre County Authority required the sewer mainlines be videoed and jetted prior to the them accepting the dedication of these lines from the Developer. We also completed 40 feet of video work on Upper Greens Valley Road for Spring Township. The total of recorded feet for the month of September was 2,326 feet.

Sewer Extensions – Our staff continued project inspections at the Village of Nittany Glen in Benner Township and we started project inspections at Harvest Meadows, which is located below the University Park Airport and Fullington bus station. We completed video work at American Top Team due to the maintenance bond expiring in October, which revealed a one (1) foot crack that was repaired by the original contractor. The record drawings for the Benner Pike Shopping Center were reviewed and approved. SBWJA was also hired to flush, mandrel, video and vacuum test the sewer facilities within the Fishburn Hill Road sewer extension project.

Benner Township Water Authority – Our staff obtained bacteria samples at both systems and installed a new chlorine day tank at the Hampton Hills well house. We performed our quarterly blow offs for both systems and while completing this task our staff noticed a leaking blow off at 137 Bergamot Way, which was repaired. The calibration curve on the pocket colorimeters were verified. A curb box top was replaced at 1041 W. College Avenue and we read the water meters in Peru. There were three (3) PA One Calls located in September.

Call Outs/ PA One Calls – There were no call outs for the month of September. Mr. Barton ended the report with a total of 77 PA One Calls being located in September.

New Push Camera – Mr. Barton indicated the new push camera has been delivered and they have been utilizing it while completing in-home inspections. It was noted that the clarity of the televised screen is much better especially when the screen is in direct sunlight.

Pump Station #18 (Nittany Glen) – SBWJA is still waiting for the contractor to finish up the generator install. Mr. Barton stated there have been a few set backs involving the exhaust system, fencing and obstructions around the gas meter.

Pump Station #12 (Airport) – The upgrades to Pump Station #12 (Airport) have started. Mr. Barton stated that the old pumps and piping have been removed. The wet well was washed down and the concrete was poured today. The epoxy work will start tomorrow and the pumps should be installed by the end of the week.

Seal Coating – There will be seal coating work completed at Pump Station #6 (Rockview) later this month.

Inter Municipal Work – Mr. Galbraith asked if the video work completed for Spring Township on Upper Greens Valley Road was billable. Mr. Barton stated that our crew was already in the area performing our own work; therefore, it was an easy task. It was noted that SBWJA did not bill for this service. Mr. Miller stated that we have a good working relationship with Spring Township and will share equipment on different occasions. It was noted that we assist Benner and Walker Townships as well.

In-Home Inspections – Mr. Swanderski asked if the in-home inspection program is on a rotating basis. Mr. Barton indicated the in-home inspections are completed every time a property changes ownership. Mr. Swanderski asked if the entire system has been inspected. Mr. Barton stated that we have completed in-home inspections throughout the entire system. Mr. Miller stated the inspections are also completed on newly constructed homes prior to occupancy being granted.

New Push Camera – Mr. Swanderski asked what brand the new push camera was. Mr. Barton indicated the new camera was a Cues, which recently acquired Pearpoint.

Workplace Recognition – Mr. Miller took a moment to commend Mr. Barton on his work and attention to detail around the system.

EXECUTIVE DIRECTOR'S REPORT:

SBWJA Solicitor – Mr. Miller apologized for missing the September 26, 2022 meeting and wanted to take a moment to explain the process of hiring the Authority's professional services as Mr. Book questioned the Authority's procedure. It was noted that in January of 2002 the SBWJA Board made a motion and it was a unanimous vote that would grant the Executive Director the authority to choose the legal services for the Authority. Mr. Miller stated there really isn't a procedure to hire professional services as it is not utilized often. Mr. Miller stated that he drafted a request for proposal (RFP) based on the September 26, 2022 minutes; therefore, the RFP indicates the Executive Director and staff will review all proposals and will make recommendations to the Board of Directors for final approval. Mr. Miller asked the Board if there were any questions and/or changes to the RFP as presented. The Board requested the RFPs be submitted to a number of local attorneys without formal advertisement. Mr. Maney asked if a subcommittee would be assigned to the task so that the committee and Mr. Miller could review the proposals together and then present a recommendation to the Board. Mr. McDowell stated that a subcommittee is not necessary. Mr. Miller stated the law firms or independent attorneys will submit a resume/portfolio for review. The Board could then review this information prior to a decision being made. Mr. Miller asked the Board to review the RFP and recommended approval at the October 24, 2022 meeting. Once the RFP is approved it will be sent to multiple attorneys with a due date of December 2, 2022.

Commercial Insurance – The Authority received a cold call from Grundy Insurance Agency requesting they be permitted to provide us with a quote for commercial insurance. The Grundy Insurance Agency represents the Philadelphia Indemnity Insurance, which was first known as a classic car insurance agency. Mr. Miller stated he called several Municipal Authority policy holders to discuss their claim experiences with Grundy Insurance Agency and they were all very satisfied. Some were also new policy holders with no complaints at this time. The Authority will see a significant savings per year with Philadelphia Indemnity Insurance. Mr. McDowell asked if the insurance

coverage was comparative to our existing coverage. Mr. Miller stated that he redacted the prices from Grundy's quote and submitted it to our current insurance agent to compare the policy and it was the same coverage.

2022 John Deere 410L Backhoe – The Authority's new 2022 John Deere 410L Backhoe will be delivered on 10/11/2022.

Wastewater/Water Operator Training Program – The Central Pennsylvania Institute of Science and Technology (CPI) has been seeking accreditation for their wastewater/water operator training program through the Federal government and are now establishing an apprenticeship. Mr. Miller stated that he has offered the Authority's assistance with the apprenticeship by providing information and comments to help obtain approval from the PA Department of Labor & Industry. The program may take one (1) to two (2) years before it is established and students graduate. The wastewater/water operator training program will be held in the former masonry room of CPI.

Job Fair/Recruitment of Employees – Mr. Kuzemchak asked if anyone from management attended the job fair at the Millbrook Plaza on October 5, 2022. It was noted that both Mr. Miller and Mrs. Gill attended the job fair. Mrs. Gill stated that there were approximately 50 employers in attendance; however, the number of applicants were minimal. The majority of the applicants were retirees looking for part-time employment.

Mr. Galbraith suggested the Board may need to have a discussion regarding the type of work that is performed in the maintenance department and there may need to be two (2) classifications of employees, skilled and non-skilled. Mr. Galbraith stated that we require our employees to have a lot of skills to work at this Authority and we're lucky to have what we do. Mr. Galbraith indicated the Authority may not want to elaborate on the job description for the apprenticeship in the future due to the large variety of skills we require. Mr. Miller stated that we will need to employ more employees if they are limited to specific tasks.

Mr. Kuzemchak asked how many employees are needed in the maintenance department. Mr. Miller stated we've been trying to replace one (1) employee since March of this year; however, two (2) employees would be preferred.

Mr. Galbraith suggested the Authority may need to sub-out work in the future if we are unable to recruit new employees. Mr. Galbraith also stated that he would be interested in seeing what the cost per hour of a subbed-out laborer would be compared to what we pay our employees per hour with benefits. Mr. Miller stated that we will not receive the same quality of work from outside contractors because they do not take pride in their work like our employees do. Also, the employee accountability is not there if you complete a task and walk away as opposed to having to live with your work.

Mr. Swanderski stated the Board had previously expressed the possibility of eliminating outside work due to the lack of employees; therefore, the Board may want to discuss this avenue in more detail. Mr. Barton stated that we are light on staff, but he does not believe we should stop helping neighboring authorities or farms. Mr. Maney stated there are three (3) things you control as an employer, which are manpower, equipment and materials; therefore, the Executive Director may need to assign a work schedule for SBWJA employees to complete before we help others because we can not allow our system to suffer.

SOLICITOR'S REPORT: Mr. Mix was excused from the meeting.

ENGINEER'S REPORT:

Township Act 537 Plans – Mr. Johnson briefly discussed the Act 537 Plan review he previously presented to the Board. The Board asked for modifications to be made to the report where areas without public sewer would be managed by the Township's Sewage Management Plan. Mr. Maney suggested more detail explaining the job of a Sewage Enforcement Officer and the Township's Sewage Management Plan. Mr. Miller and Mr. Johnson will discuss this matter and present it to the Board for approval at the next meeting. Mr. Johnson requested that Mr. Book be provided adequate time to review and comment on the report. Once the Act 537 Plan review is approved the Authority will forward it to the Townships along with a cover letter explaining this is being provided for informational purposes.

Shiloh Road Area Sewer Extension – Mr. Johnson stated the staff at Gwin, Dobson and Foreman (GD&F) continues to work on the design of the Shiloh Road Area Sewer Extension project. Mr. Johnson indicated Ms. Weitzel has revisited the stream crossings and wetland areas involved with this sewer extension due to permitting. Mr. Miller indicated this work was to verify the specific wet land areas that PA DEP has requested the Authority avoid during the project.

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

NEW BUSINESS:

2023 Budget – Mr. Swanderski asked when the Authority would start preparing the 2023 Budget. Mr. Miller stated that he will be preparing the budget over the next few weeks. Mr. Galbraith asked if the renewal rate has been received for health insurance. Mrs. Gill stated that the renewal was received and our broker is currently quoting other health insurance plans as well. Those quotes should be available later this week. Mr. Galbraith asked that the Board be informed of the information.

QUESTIONS FOR THE EXECUTIVE DIRECTOR: There were no additional questions asked of the Executive Director.

COMMITTEE REPORTS:

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

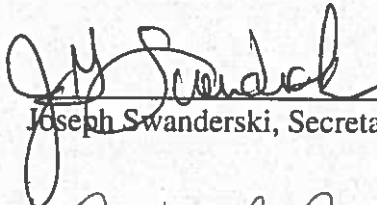
Facilities Committee: Mr. Houser was absent.

Financial Committee: Mr. McMurtrie had nothing to report.

ADJOURNMENT:

Mr. McMurtrie moved, seconded by Mr. Maney to adjourn the meeting at 8:10 p.m. 7 ayes, 0 nays, 2 absent. The motion carried.

Respectfully submitted,



Joseph Swanderski, Secretary



Tasha L. Dutton, Recording Secretary

CC: Benner Township _____
Spring Township _____ } 10/25/22
Walker Township _____ } 380