

SPRING-BENNER-WALKER JOINT AUTHORITY

REGULAR MEETING

April 10, 2023

ATTENDANCE:

AUTHORITY MEMBERS:	Spring	Joseph Galbraith Rodney Maney Christie McMurtrie
	Benner	Willis Houser, Jr. William Hughes
	Walker	Dennis Brown Dennis McDowell

GUESTS: None present

CONSULTING ENGINEER: Andy Johnson, P.E.

CONSULTING SOLICITOR: Robert Mix, Esq.

EXECUTIVE DIRECTOR: N. Warren Miller

EMPLOYEES: Will Barton, Tasha Dutton & Kelly Gill

CALL TO ORDER:

The April 10, 2023, 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:

Willis Houser, Jr., Secretary, took Roll Call, recording seven members present. Mr. Book and Mr. Kuzemchak 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.

PLEGE 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 27, 2023 meeting minutes as presented. **Mr. Galbraith moved, seconded by Mr. Maney to approve the Minutes of the March 27, 2023 Regular Meeting as presented.** 7 ayes, 0 nays, 2 absent. **The motion carried.**

CORRESPONDENCE:

PennTerra Engineering, Inc. - We received a letter from Mark Torretti, PennTerra Engineering, Inc., requesting a letter of intent to provide sewer service for the proposed Creekview Estates Subdivision at 268 North Main Street, Pleasant Gap. BMW Partnership is proposing the installation of 22 duplexes, totaling 44 EDUs. *Mr. Torretti was provided with a letter of intent in the amount of 44 EDUs for the proposed project in Spring Township on April 5, 2023.*

PennTerra Engineering, Inc. - We received a letter from John Sepp, PennTerra Engineering, Inc., requesting a letter of intent to provide sewer service for the proposed Shady Lane Subdivision in Walker Township. The project proposes 45 duplexes, totaling 90 EDUs, which will be located off East College Avenue (SR64) near Walker Meadows Subdivision. *Mr. Sepp was provided with a letter of intent in the amount of 90 EDUs for the proposed project in Walker Township on April 5, 2023.*

Strawberry Fields, Inc. - We received a letter from Cynthia Pasquinelli, CEO of Strawberry Fields, acknowledging the Authority's monetary donation in memory of Dan Hoffman.

APPROVAL OF PAYMENTS:

Approval of Requisitions:

Revenue Fund Requisition 2020-71 – Mr. McMurtrie presented the Board with Revenue Requisition #2020-71 in the amount of \$73,471.67. Mr. McMurtrie asked what the ArcGIS Online Creator was that was listed under Environmental Systems Research Institute, Inc. Mrs. Gill stated that was for the Authority's Geographic Information System (GIS) mapping. Mr. Miller indicated this is an annual charge. **Mr. Maney moved, seconded by Mr. Galbraith to approve Revenue Requisition 2020-71 payable to SBWJA in the amount of \$73,471.67.** 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 March 2023.

In-Home Inspections - There were 27 in-home inspections completed in the month of March.

Sewer Permits and/or Lateral Inspections - Our maintenance department completed 8 sewer lateral inspections. The office staff received 10 new sewer permit applications in the amount of 10.00 EDUs and issued the permits.

System Maintenance – Mr. Miller and Mr. Barton attended a meeting at the bridge on Lower Coleville Road to discuss the construction of the new bridge, which is scheduled for later this year. Mr. Barton indicated the Authority would have limited involvement with the project.

The vac truck was used to clean the wet wells at Pump Station #7 (Zion Ridge) and Beaver Farm Apartments. Our personnel also reported to work early on 3/31/2023 to clean the EQ Tank at Pump Station #6 (Rockview).

An abandoned sewer lateral at 606 Nittany Valley Drive was excavated and capped off. Mr. Barton stated a mobile home was removed from the property in 2014 and at that time Walker Township prohibited any future connections to that parcel of land.

The maintenance department lowered a manhole at Lyken's Market at 1245 Zion Road and a broken casting was replaced on a manhole at Pump Station #7 (Zion Ridge).

We replaced batteries in several of our SCADA packs and Remote Terminal Units (RTUs). Our staff also reprogrammed the RTUs at Pump Station #3 (Musser).

All of our chlorine gas alarms were tested and check valves were cleaned. Our staff exercised the tow behind generator, under load, at all of our pump stations with that capability.

We stockpiled concrete blocks for our office retaining wall project and Mr. Ranio fabricated forms for top blocks.

The maintenance department installed a new pump at Pump Station #6 (Rockview). We had two (2) employees attend a training in Centre Hall and two (2) employees also attended the PA Rural Water Conference.

Our staff assisted with a private grinder alarm at 221 E. 5th Avenue, which was a result of a float issue. We located utilities surrounding Pump Station #7 (Zion Ridge) in preparation for the drilling of a new well.

Mr. Barton stated that Keystone Engineering assisted with wiring in generator alarms at Pump Station #18 (Nittany Glen). It was noted that Roy Breon also completed work to the generator at Pump Station #18 (Nittany Glen). Mr. Barton anticipates the pump station will soon be ready for dedication to our Authority.

The Meter Guy calibrated the flow meters at all of our meter pits as well as the flow meters at Pump Station #6 (Rockview) and Pump Station #7 (Zion Ridge). Susquehanna Fire Equipment also calibrated our atmospheric monitors.

We prepared three (3) of our service vehicles for their PA State Inspection and pulled six (6) pumps throughout the system. Mr. Barton stated the maintenance staff started the upgrades to Pump Station #1A (Landon Drive) last week and everything appears to be going well.

Benner Township Water Authority – We collected samples for bacteria testing at Hampton Hills and Grove Park. Our staff also performed quarterly blow offs for both systems and verified the calibration curve on the pocket colorimeters. We installed the secondary containment around the chemical day tanks at Hampton Hills and Grove Park well houses as PA DEP required. The meters were read in Peru and we obtained three (3) final water meter readings. There were four (4) PA One Calls located in March.

Sewer Extensions – Mr. Barton stated that all the pipe is installed at Harvest Meadows; therefore, we must wait 30 days to complete video and mandrel inspections. Mr. Miller and Mr. Barton met with a representative of the PA Air National Guard to discuss pump sizes and future forcemain locations associated with the Shiloh Road Project. We reviewed and approved the as-built drawings for the Village of Nittany Glen Phase 6. The construction drawings for Logan Greene Phase 1B were reviewed and redlined.

Video Truck – We performed routine video work in Steeplechase and Smokerise developments. Our staff also completed video work of the new sewer mainlines installed at Harvest Meadows. The sewer mainlines in the Village of Nittany Glen Phase 4 were videoed due to the maintenance bond expiring in April. Howard Borough requested our assistance in videoing 2,778 feet of their sewer mainlines. Mr. Barton stated our Authority completed 17,486 feet of video work during the month of March.

Vactor Truck – We performed routine cleaning of the wet wells at Beaver Farm Apartments and Pump Station #7 (Zion Ridge). The maintenance department also jetted 170 feet of storm pipe for Benner Township and completed routine cleaning of the mainline in Steeplechase development. Our staff jetted a total of 7,371 feet of sewer line for the month of March.

Inter Municipal Work – We recorded 2,448 feet of mainline for Howard Borough and jetted 170 feet of storm pipes for Benner Township.

Call Outs/ PA One Calls – There were two (2) callouts for the month of March. Our personnel responded to a sewer back-up at 330 Penn Tech Drive and a pump fault at Pump Station #6 (Rockview). Mr. Barton ended the report with a total of 95 PA One Calls being located in March.

EXECUTIVE DIRECTOR'S REPORT:

VFD Replacement at Pump Station #7 (Zion Ridge) – Mr. Miller informed the Board that the variable frequency drive (VFD) at Pump Station #7 (Zion Ridge) failed last week and will need to be replaced. Mr. Barton spoke to Gorman Rupp regarding a new VFD and they had estimated it to be approximately \$30,000 to \$35,000. Cooper Electric then provided the Authority with a quote of \$23,969 for a factory reconditioned VFD and \$7,394 to repair our broken VFD. The factory reconditioned VFD and a repaired VFD would include a two (2) year warranty. Mr. Miller suggested the Authority have our VFD repaired for \$7,394. Mr. McMurtrie asked how long it would take to repair the VFD. Mr. Barton stated it would take three (3) to four (4) weeks for the repairs plus time for shipping both ways. **Mr. Hughes moved, seconded by Mr. McMurtrie to approve having the VFD from Pump Station #7 (Zion Ridge) be repaired by Cooper Electric at the estimated cost of \$7,394.** 7 ayes, 0 nays, 2 absent. **The motion carried.**

Shiloh Road Sewer Extension Project – Mr. Miller met with several homeowners in the Walnut Grove area regarding the placement of their sewer laterals. Mr. Miller indicated the homeowners seemed more accepting with the extension of public sewer.

SOLICITOR'S REPORT:

Tax Parcel No. 12-003-122E – During the March 27, 2023 regular meeting the Board discussed the transfer of .14 acres, known as Tax Parcel Number 12-003-122E back to the owner contingent upon Mr. Mix's review and acceptance of the transfer. Mr. Mix stated that his only concern was that there was a clause in the Authority's bond documents to restrict the transfer; therefore, Mr. Miller questioned our Bond Counsel to verify there is nothing in the Authority's bond documents or Trust Indenture which would be an issue with selling the parcel of land. Mr. Ried from Mette, Evans and Woodside did not see an issue with conveying the land back to the original owner while adhering to Trust Indenture requirements. Mr. Mix informed the Board that he sees no legal issues with transferring the parcel of land and will prepare a deed.

PA Game Commission – Operation & Maintenance Agreement – Mr. Mix indicated the PA Game Commission has requested modifications to the Operation & Maintenance Agreement for Private Sewage Collection System Serving agreement with Spring Benner Walker Joint Authority. Mr. Miller stated this agreement is being executed due to PA DEP's regulations which indicate an Operation & Maintenance Agreement must be executed between a property owner and the municipality or designated local agency that is providing sewer service. Essentially the agreement indicates the landowner, PA Game Commission, is responsible for operating and maintaining their sewer system and if they fail to do so the sewer Authority may enter the property and make the repairs at the landowner's expense. Mr. Mix will review the agreement and provide his legal opinion. Mr. Miller stated this agreement will need to be included with the PA Game Commission's component III planning module that Gwin Dobson & Foreman is currently preparing.

ENGINEER'S REPORT:

Shiloh Road Sewer Extension Project – The staff at Gwin Dobson & Foreman (GD&F) are currently focusing on work for the PA Game Commission which consists of preparing the component III planning module and surveying. The PA DEP has requested the PA Game Commission's planning be approved before GD&F submits permits for the Shiloh Road project. Mr. Johnson hopes the PA Game Commission's planning will be submitted in May. Mr. Johnson indicated the pump station designs are almost complete and the easements will soon be ready for the Authority and Mr. Mix's review.

OLD BUSINESS:

Walker Township Act 537 Plan Update – Mr. Miller and Mr. McDowell attended Walker Township Supervisor’s meeting on April 5, 2023 to discuss the septage management plan that is included in the Act 537 Plan Update. The Supervisors indicated they understand the Act 537 Plan Update will include a potential schedule for the septage management plan and requested that Spring Benner Walker Joint Authority proceed with the work. The proposal that Mr. Johnson previously provided indicated Gwin Dobson and Foreman will perform the work for a lump sum fee of \$41,500. **Mr. McMurtrie moved, seconded by Mr. Hughes to approve Gwin Dobson and Foreman’s proposal to complete an Act 537 Plan Update for Walker Township for a lump sum fee of \$41,500.** 7 ayes, 0 nays, 2 absent. **The motion carried.**

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. Maney to approve the Identity Theft Prevention Program as presented for discussion and made a part of these official Minutes.** 7 ayes, 0 nays, 2 absent. **The motion carried.**

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

COMMITTEE REPORTS:

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

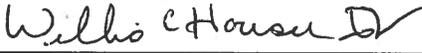
Facilities Committee: Mr. Houser had nothing to report.

Financial Committee: Mr. McMurtrie had nothing to report.

ADJOURNMENT:

Mr. Hughes moved, seconded by Mr. Galbraith to adjourn the meeting at 7:32 p.m.
7 ayes, 0 nays, 2 absent. **The motion carried.**

Respectfully submitted,



Willis Houser, Jr. Secretary



Tasha L. Dutton, Recording Secretary

CC: Benner Township _____
Spring Township _____
Walker Township _____

Identity Theft Prevention Program

For

SPRING – BENNER – WALKER JOINT AUTHORITY

170 Irish Hollow Road

Bellefonte, PA 16823

April 10, 2023

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. Dennis Brown

3. Chris McMurtrie, Treasurer

9. William Hughes

4. Richard Kuzemchak, Assistant Treasurer

5. Willis Houser, Jr., Secretary

6. Rodney Maney, 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
-

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

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

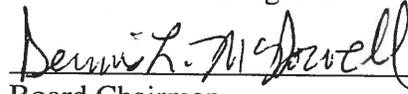
Personal Information Security Procedures

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 10, 2023 meeting. Appropriate employees have been trained on the contents and procedures of this Identity Theft Prevention Program.


Board Chairman

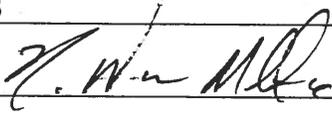
Attest:


Secretary

Name of Senior Management Staff Person: N. Warren Miller

Position: Executive Director

Date: 04/10/2023

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.